

# **Maine**

## **Electronic Business Transactions (EBT) Standards**

**for Electronic Data Interchange (EDI)**

**in the Restructured Electric Industry**

*Prepared by: The Maine EBT Working Group*

*Version 1.0 Issued: 2/26/99*

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## **Maine EBT Change Log**

### **Current Versions of the EBT Document and Date Issued:**

<b>Electronic Business Transaction Standards</b>	<b>Version 1.0 Issued 2/26/99</b>
<b>Appendix A: Maine EBT Transaction Sets</b>	<b>Version 1.0 Issued 2/26/99</b>
<b>Appendix B: Glossary of Terms</b>	<b>Version 1.0 Issued 2/26/99</b>
<b>Appendix C: EDI Implementation Guide</b>	<b>Version 1.0 Issued 2/26/99</b>
<b>Appendix D: Training Outlines and Requirements Guide</b>	<b>Version 1.0 Issued 2/26/99</b>
<b>Appendix E: Maine EBT Test Plan Requirements</b>	<b>Version 1.0 Issued 2/26/99</b>

**Revision Date          Revised Section and Reason:**

## **Introduction:**

The Maine Electronic Business Transaction (ME-EBT ) Working Group is a partnership among Transmission & Distribution (T&D) Utility Companies, Competitive Electricity Providers and other interested parties, established for the purpose of developing detailed business processes and defining electronic transactions necessary to support retail choice as of March 1, 2000 in accordance with the Maine Public Utilities Commission (MPUC) rules and regulations.

Maine legislation and rules use the term Competitive Electricity Provider inconsistently, at times meaning all providers including aggregators and brokers, and at other times excluding aggregators and brokers, including only those providers selling electricity directly to retail customers. To avoid this inconsistency, the ME-EBT Working Group will use the term Competitive Electricity Supplier (CES) to mean providers selling electricity directly to customers.

These standard transactions are being designed to meet the needs of Maine, considering regional standards and published Utility Industry Group (UIG) 4010 guidelines currently adopted. This will allow Maine to remain flexible enough to accommodate the gradual adoption of regional and national standards.

These electronic standards has been developed by consensus, maintaining the objective of practical and operational results. Recognizing that the processes outlined in this proposal are new to many stakeholders, the ME-EBT Working Group will work with the Maine Public Utilities Commission and all parties to resolve issues which are certain to arise during the implementation stage of these new protocols. A plan for the continuation of the ME-EBT Working Group is included in Section XI.

## **CES Implementation Considerations:**

The following overview of the work required to implement EBT is provided as a guide for new market entrants. The Working Group recognizes that each company's implementation team will develop its actual implementation plan. Implementing the EBT standards requires a significant effort. EDI implementation and testing may involve weeks or months to complete and includes the following tasks:

1. Acquire a copy of the Maine EBT Implementation Guidelines (see Appendix C) and attend technical training. The EDI translation software vendor may also need the Implementation Guidelines to map the Maine transactions to the translation software.
2. Select and install any required computer equipment and EDI translation software. Assure that the translation software supports the required versions of the EDI transactions.
3. Configure selected translation software to interpret the transactions sent and received by individual companies' Customer and Billing systems. It must include the programming needed to acquire and match the appropriate time and date stamp to the transactions.

4. Negotiate and execute a service agreement with a T&D Utility prior to electronically enrolling customers. The service agreement specifies utility specific systems, operations and billing practices.
5. Finally, carry out and complete the pre-production testing of the translation software, application interfaces and data exchange according to the Maine EBT Implementation Guidelines.

### **Glossary of Terms used in this Document:**

**Account:** The delivery point for a customer, usually premise specific, and can include multiple meters and/or services.

**Aggregator:** An entity that gathers individual customers together for the purpose of purchasing electricity, provided such entity is not engaged in the purchase or resale of electricity directly with a CEP, and provided further that such customers contract for electricity directly with a CES.

**Applicant of CES:** Any person working with a CEP to negotiate electricity supply and not yet receiving supply from a CES.

**Applicant of T&D:** (per MPUC Chapter 810 and 860) Any person who applies for utility service and who is not a customer of the utility.

**Broker:** An entity that acts as an agent or intermediary in the sale and purchase of electricity, but does not take title to electricity, provided such entity is not engaged in the purchase or resale of electricity directly with a CEP, and provided further that such customers contract for electricity directly with a CES.

**Customer:** (per MPUC Chapter 810 and 860) Any person who has applied for, been accepted and is either receiving utility service or has agreed to be billed for utility service. This term also includes a person who was a customer of the same utility within the past thirty (30) days and who requests service at the same or a different location.

**Customer of Record:** The person owning or occupying the premise.

**Competitive Electricity Provider (CEP):** (per Maine Statute) Entities working with customers to offer competitive electricity service, means a marketer, broker, aggregator or any other entity selling electricity to the public at retail.

**Competitive Electricity Supplier (CES):** Competitive Electricity Providers registered in Maine, that maintain a Load Asset identification number for settlement with ISO New England. In general, these are providers who are not aggregators or brokers, and who are selling electricity directly to customers.

**Enroll:** The process of signing a customer up for competitive electricity supply. A customer is considered enrolled when a successful enrollment transaction is returned by the T&D. The assignment of the customer's usage to the new CES occurs no later than the customer's next scheduled meter read date.

**Estimation:** A formula used to determine the kWh consumption and meter reading in the event an actual reading cannot be obtained. This formula varies by T&D utility.

**Proration:** A formula used to determine the average daily kWh consumption or cost over a defined period of time. Allows usage to be calculated for a date between valid meter readings.

**Separate (Dual) Billing:** The T&D sends the Customer a bill for only the T&D related charges, and the Competitive Electricity Supplier sends the Customer a separate bill for the energy charges and any other services it has provided.

**Service Agreement:** A set of terms and conditions between CESs and T&Ds to define operational, system and other issues specific to that T&D.

**Standard Offer Service Provider (SOP):** (per Maine Statute) The successful CES bidders responsible for electric generation service provided to any electricity consumer who does not obtain electric generation service from a CES or who has terminated service with a CES.

**T&D Utility Consolidated Billing:** The T&D sends one bill to the customer that includes both the T&D related charges and the Competitive Electricity Supplier energy charges.

**Terms and Conditions (T&Cs):** When Terms and Conditions (capital letters) is referenced, it means MPUC regulated and approved tariffs for that T&D.

**Trading Partner:** Term used for companies transmitting transactions electronically to each other, common term for EDI industry.

**Transmission & Distribution Utility (T&D):** (per Maine Statute) A person, its lessees, trustees, receivers or trustees appointed by a court, owning, controlling, operating or managing a transmission and distribution plant for compensation within the state. In other jurisdictions, is referred to UDC (Utility Distribution Company), LDC (Local Distribution Company) and Distribution Company.

## **II. Summary:**

The following sections of the ME-EBT Document provide a description of the transaction sets and business rules, the record layouts and data formats, the transmission methodology, and the testing and training requirements to implement the EBT standards.

**Section III. Business Relationships.** This section summarizes the relationships between the Customers, Competitive Electricity Suppliers and the Transmission & Distribution Utilities at the start of retail competition. It is intended to foster the development of a mutual understanding of those relationships. These relationships result from Maine Public Utility Commission Rules. A more thorough understanding will come from a reading of these Rules.

**Section IV. Electronic Business Transactions.** This section defines a set of electronic business transactions corresponding to the business relationships described in Section III. It also includes a description of the business rules that govern the use of the transactions.

**Section V. Standard Offer.** This section defines the electronic business transactions applicable to the Standard Offer Service Providers.

**Section VI. Data Formats.** This section presents the approach for grouping the business transactions and the method for packaging the transactions for transmission.

**Section VII. Electronic Transmission.** This section describes the approach for sending and receiving the transactions between the Competitive Electricity Suppliers and the Transmission & Distribution Utilities. The approach defines standardization of initial methodology and also offers a path for a transition into future technologies and regional and national standards as they emerge.

**Section VIII. Computer Operations Considerations.** This section discusses the operational issues (both manual and automated) that, while primarily technical in nature, can have a significant effect on the efficiency and consistency of business processes.

**Section IX. Training.** This section provides an overview of the supplier training program offered jointly by Maine's T&D Utilities to Competitive Electricity Providers, covering Maine rules and requirements for using Electronic Business Transactions. An outline, provided in appendix D, lists the topics and order of presentation for the training.

**Section X. EDI Testing Overview.** This section provides an overview of testing objectives and test plan requirements for Competitive Electricity Suppliers and Standard Offer Providers working with Maine's T&D Utilities to complete EDI testing. Test condition descriptions and instructions are provided in appendix E.

**Section XI. Working Group Process Continuation.** This section offers an approach for continuing the working group, taking advantage of the experience gained in the new marketplace.

**Appendix A. Maine EBT Transaction Sets.** This appendix includes the detailed transaction sets and their expected use.

**Appendix B. Glossary of Terms.** This appendix contains a definition of all terms used in Maine's EBT transactions and applicable codes.

**Appendix C. Implementation Guide.** This appendix contains a UIG compliant, version 4010, implementation guide including appropriate segments and codes for transactions in Maine's EDI environment.

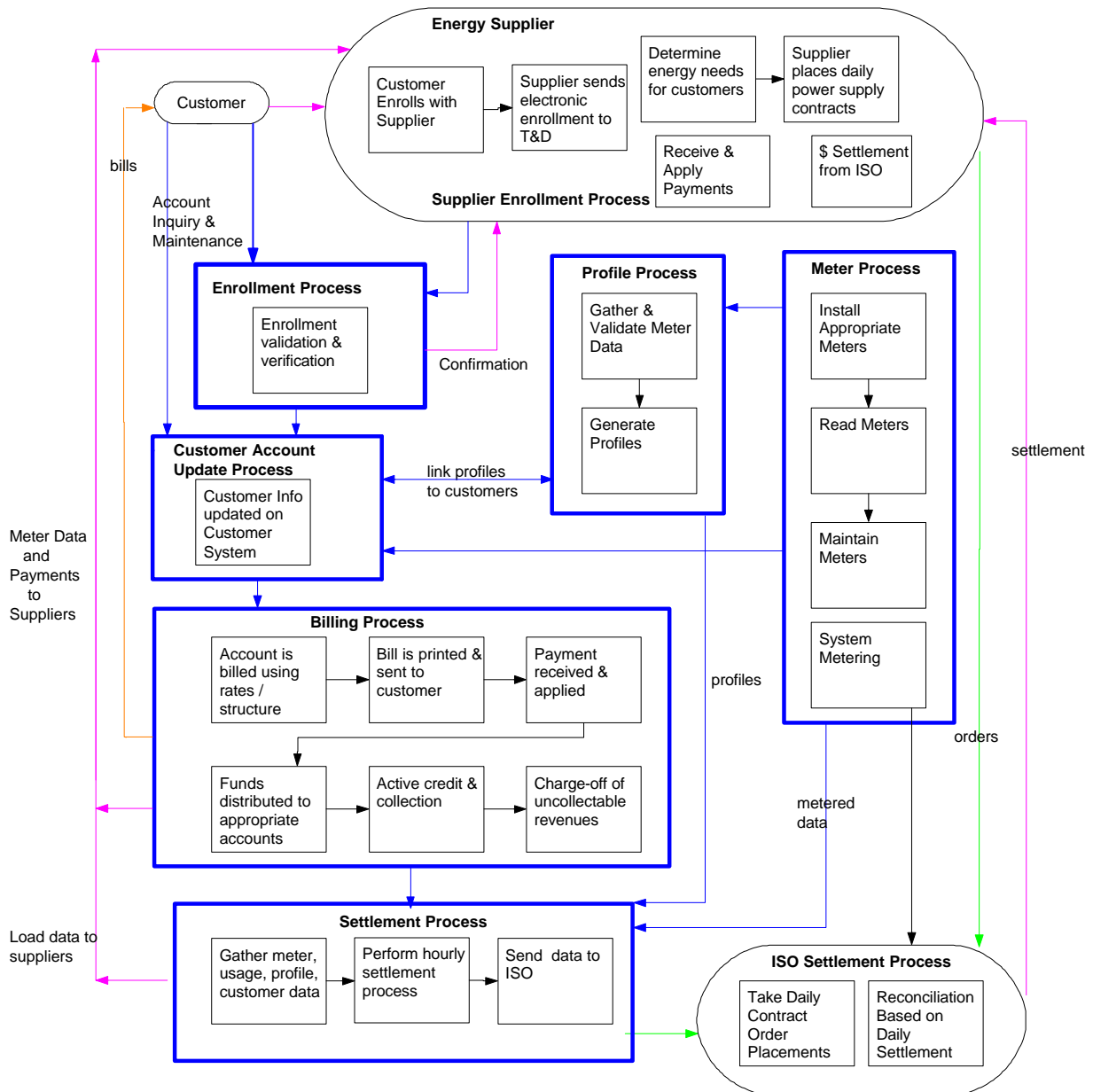
**Appendix D. Training Outline.** This appendix contains the schedule for training topics covered in Maine's training program for Competitive Electricity Providers.

**Appendix E. Test Plans and Transactions.** This appendix contains the detailed test plan requirements, test conditions and test data formats for EDI testing.



### III. Business Relationships:

The business relationships described in this document are intended to serve as a general guide for establishing standards for exchanging information. The flowchart below depicts a high level flow of business process in Maine's deregulated marketplace for electricity supply.



To establish a set of mutually agreed upon standards, all participants must first have a mutual understanding of the business relationships to which the standards will be applied in accordance with the Commission's Rules. The following represents the current understanding of these responsibilities and relationships.

Customer, Competitive Electricity Supplier (CES), and Transmission & Distribution Utility (T&D) Relationships

**Customer:**

1. Provides appropriate authorization to a CES for release of historical consumption information from the T&D to that CES.
2. Selects one CES for enrollment per T&D account.
3. Provides the applicable T&D account identification to the CES.
4. Provides the appropriate authorization for the CES to enroll the Customer.
5. Selects a billing option from CES, if offered or applicable.
6. Notifies T&D for enrollment in Standard Offer or drop from CES.
7. Notifies T&D of a move, initiation or disconnect of T&D service.

**Competitive Electricity Supplier (CES):**

1. Obtains license from the Maine Public Utilities Commission.
2. Enters into a service agreement with each T&D.
3. Obtains the appropriate authorization from the Customer for historical consumption information to be released by the T&D to the CES.
4. Obtains the appropriate authorization from the Customer for enrollment.
5. Obtains the applicable information from the Customer, required to enroll the Customer on the T&D's records as receiving generation service from the CES.
6. Submits Enrollment after the 8 day Customer rescission period has passed.
7. Sends the applicable information via EDI transaction to the T&D for Customer enrollment, changes, or termination of generation service.
8. Provides the T&D with billing rates and pricing information for the T&D Consolidated billing option or renders its own bills to customers for generation service.
9. Maintains its own set of records to reconcile information from the T&D related to Customer information and accounts receivable.
10. Completes required training and electronic systems testing of the electronic business transactions prior to customer enrollment.

11. Identifies both a business and a technical contact to facilitate inter-business communications (may be the same person).
12. Contacts each T&D for company specific information (e.g. rate structures).
13. Processes EBT transactions according to EBT standards, including use of a functional acknowledgment on all transactions.
14. Responsible for all VAN charges (per Chapter 322), related to Electronic Business Transactions.
15. Responsible for collecting own arrears from the customer, on T&D Consolidated billing, after transfer of final billed amount per EBT standards.

**Transmission & Distribution Utility (T&D):**

1. Provides Customers with a list of licensed CESs as directed by the MPUC.
2. Provides CES training and certificate of completion.
3. Administer EBT testing to demonstrate EDI capability of CES.
4. Provides the Customer's appropriate historical usage information and other information to the authorized CES upon request.
5. Schedules normal cycle meter-read dates and reads meters.
6. Schedules and completes off-cycle reads under terms of service agreement with CES.
7. Renders bills to the Customer as required by Customer/CES relationship.
8. Maintains records of required data related to the current and active Customer/CES services.
9. Provides the CES with Billing and Usage information required by the agreed upon billing option.
10. Provides the CES with payment information and the funds collected when using the T&D Consolidated billing option.
11. Performs daily and monthly aggregate load estimate for each CES and reports estimates to ISO New England and optionally to the CES (or equivalent in Northern Maine).
12. Identifies both a business and a technical contact to facilitate inter-business communications.
13. Participates in an Internet World Wide Web site, containing various standard documents and other data, available for access by CESs and Customers.
14. Only the T&D can terminate (i.e. physically disconnect) electric service to the Customer.
15. Processes EBT transactions and updates customer account information according to EBT standards, including use of functional acknowledgments on all transactions.

#### IV. Competitive Electricity Supplier Electronic Business Transactions:

The following principles will guide the development of the EBT Standards:

- Minimize the number of transactions.
- Use electronic solutions rather than paper-based ones.
- Minimize exception and manual processing.
- Control costs, increase efficiency, speed and accuracy.

**Electronic Business Transaction Sets:** The tables and narrative below contain the business process flows and associated electronic transactions that implement the business rules. For these transactions to be accepted by the T&D Utility, the CES must have complied with the state mandated licensing requirements, participated in training, successfully completed tests of electronic transactions and equipment, obtained the authorization of the Customer for enrollment, and executed a service agreement with the appropriate T&D.

**T&D:** Transmission & Distribution Utility

**NC:** New Competitive Electricity Supplier

**EC:** Existing Competitive Electricity Supplier

**OC:** Old Competitive Electricity Supplier

EBT	Format	Business Process	Flow
814 Account Administration	814-1	Enroll Customer	NC →T&D
	814-2	Change Enrollment Detail	EC →T&D
	814-3	Change Enrollment Detail	T&D →EC
	814-4	Successful Enrollment	T&D →NC
	814-5	Customer Move	T&D →EC
	814-6	Error	T&D →NC/EC
	814-7	Customer Drops Supplier	T&D →OC
	814-8	Supplier Drops Customer	EC →T&D
	814-9	Confirm Drop Date	T&D →EC
	814-10	Request Customer History	EC/NC→T&D
810 Monthly Usage/Billing	810-1	Customer Usage Information - (Separate (Dual) Billing)	T&D →EC/OC
	810-2	Customer Usage & Billing Information - (T&D Consolidated Billing)	T&D →EC/OC
820 Payments & Corrections	820-1	Customer Payment/Payment Corrections	T&D →EC/OC
867 Historical Usage Request	867-1	Historical Customer Usage Response (12 months)	T&D →NC/EC
824 Response	824-1	Error for Non 814 Transactions	EC/NC→T&D

#### Electronic-Mail Transaction

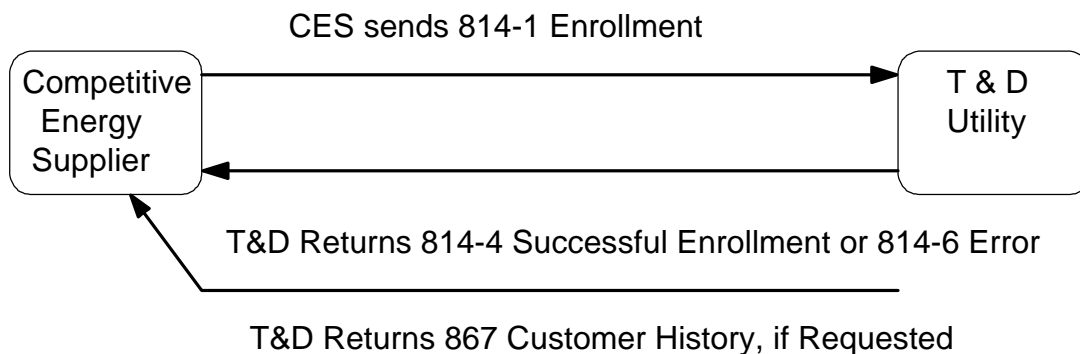
Settlement	E-mail	Aggregate Load Estimates of CES	T&D → EC/OC
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**Business Rules for Transaction Sets:** Below are the business rules that correspond to each electronic transaction.

## 814 Account Administration

**814-1 Enroll Customer:** The general rule is one enrollment for one T&D account. The enrollment will be made to coincide with the Customer's normal cycle meter-read date. A customer move into the standard offer is not considered an enrollment.

The CES notifies the T&D to enroll a Customer. A CES must transmit the enrollment transaction, 814-1, no less than two business days prior to the scheduled cycle meter-read date or the enrollment will be processed effective in the next enrollment period. The T&D confirms the successful enrollment with the 814-4.

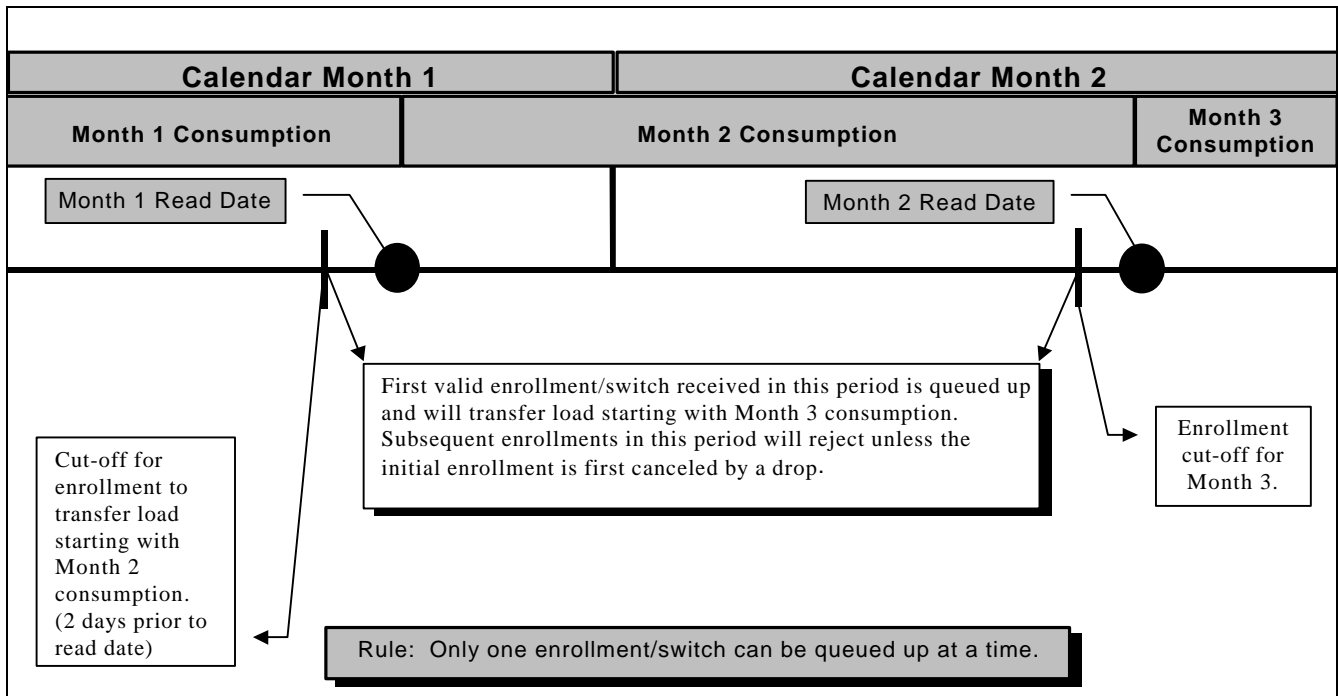


**Historical Data:** The T&D will provide twelve months of a Customer's historical usage data to a CES upon enrollment. The CES is responsible for obtaining and maintaining the appropriate customer authorization in accordance with MPUC rules. If there is less than twelve month's historical usage data available for that customer, the T&D will provide the historical usage data that is available. Note that the default value will be "NO" unless specified in Transaction 814 by the CES to be "YES". Transaction 814-10 can be sent to provide usage history at times other than enrollment.

**Multiple Enrollments:** In the vast majority of cases, it is anticipated that a Customer will select a CES, the CES will allow any Customer right of rescission period to lapse, and will enroll the Customer with the T&D, as outlined above. It is foreseeable, however, that there may be cases where the Customer selects more than one CES and that those CESs will attempt to enroll the same Customer during the same enrollment period. The T&D has no clear way of determining Customer selection and which CES enrollment transaction to process. To address this concern, the Working Group unanimously agrees that the first valid and accepted enrollment transaction during the enrollment period will preclude acceptance of any other enrollment during that period.

This rule would be implemented as follows: The enrollment period commences two business days prior to the Customer's scheduled cycle meter-read date and ends two business days prior to the Customer's next scheduled cycle meter-read date. The T&D processes the first valid and accepted enrollment transaction received from a CES during the enrollment period. Once an enrollment is in force for that enrollment period, any other enrollment transaction for that Customer during the same enrollment period will be rejected by the T&D (but may be resubmitted by the CES for processing in the next enrollment period).

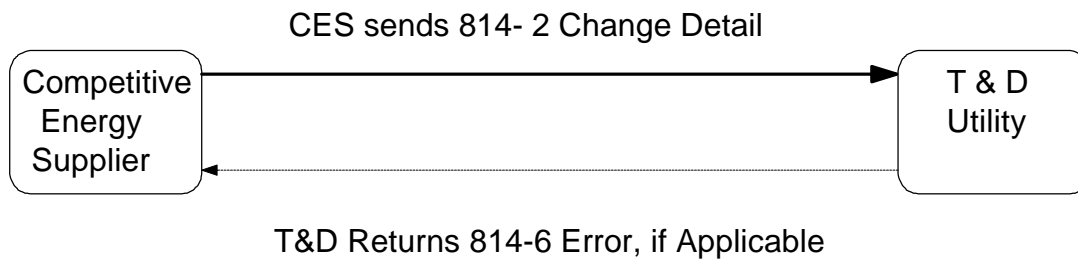
### Enrollment Period Timeline



**Multiple Services:** Where more than one distribution service is assigned to a Customer account, the CES will submit one enrollment transaction for the entire T&D account. When a CES successfully enrolls an account with multiple services, a successful enrollment transaction will be sent to the CES listing each service enrolled. The CES can specify "default" rates by class for the T&D utility to apply when a rate for a service is not specified. These default rates should be set up while testing EDI with the T&D Utility and specified in the service agreement. If there is no default rate for that class of service, the enrollment will be considered invalid and will be rejected. If the customer's metering does not support the rate structure specified in the rate, the enrollment will be rejected. Because of the nature of these accounts, all portions of the enrollment must be successful, and if any portion is invalid, the enrollment of the entire account will be rejected.

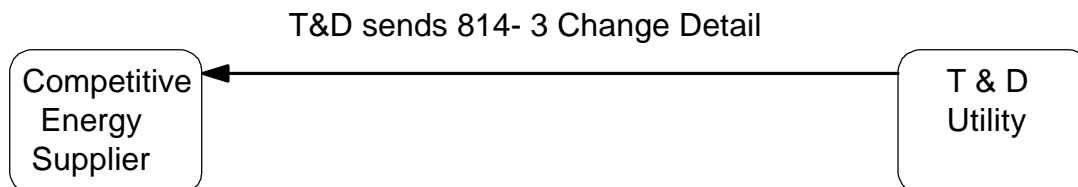
**Off-Cycle Changes:** There is unanimous agreement within the Working Group that as a general business rule, all activities will take place on the scheduled cycle meter-read date. However, we anticipate that Maine’s Standard Offer rule and Chapter 322 will allow exception to this rule. Therefore, the EBT Standards allow for off-cycle drops from a CES to the standard offer, initiated by the CES or the customer, but the standards do not provide for off cycle enrollments.

**814-2 Change Enrollment Detail:** The CES notifies the T&D to Change Enrollment Detail (e.g. CES billing rates) for a specific Customer. The general rule is that the changes would be effective on the next cycle meter read date, or within two business days of the notification as appropriate. It is the Working Group’s intention that rate changes made between bill cycles will be effective as of the previous meter reading, so the new rate is effective for the entire billing period.

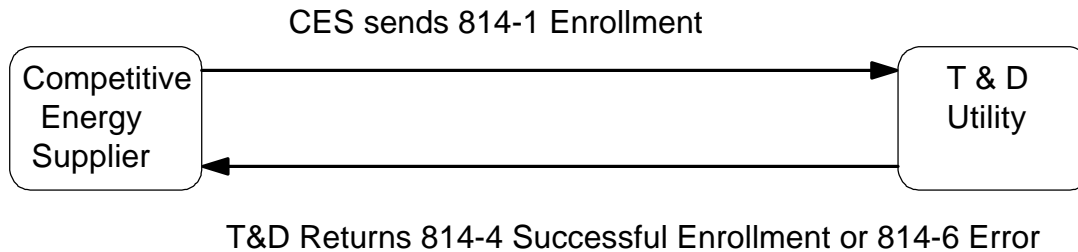


**Rate Change:** When a CES requests a new rate for a customer, if the rate has been previously tested with the T&D, and notification is received within five business days of the next meter read date the rate change will occur on the next read date. If the new CES rate requires testing with the T&D and notification is received within 20 business days of the next scheduled read date, the rate change shall occur on the next read date. If the new CES rate does not match an existing T&D rate structure and requires programming to implement, a cost estimate will be provided according to the service agreement terms.

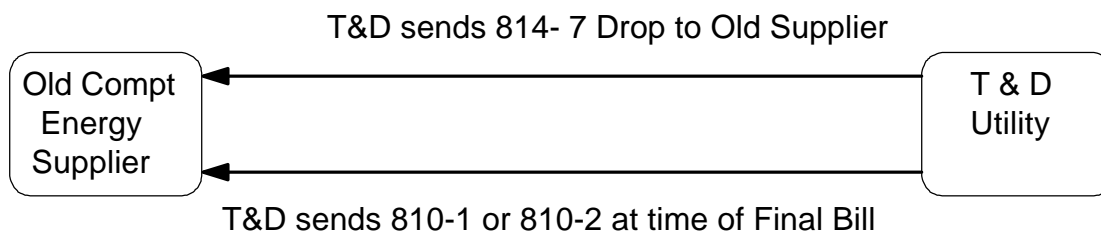
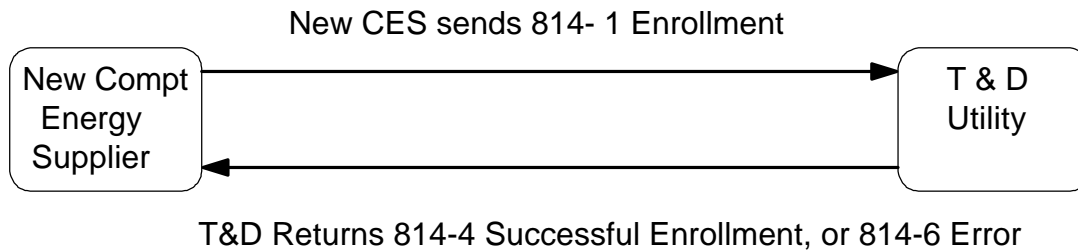
**814-3 Change Enrollment Detail:** The T&D may also send the CES a Change Enrollment transaction for a specific T&D account (e.g. meter change)



**814-4 Successful Enrollment:** The T&D notifies the CES that the requested Enrollment was successful by sending a notification back to the CES. This notification will include the projected effective date and meter or rate information if needed.



**Customer Switching CES:** When a Customer changes CES, it is only necessary for the new CES to send an Enrollment transaction; if successful, a Successful Enrollment transaction is returned to the new CES and a Customer Drops Supplier transaction is sent to the old CES. The Customer does not need to be concerned about dropping the old CES.

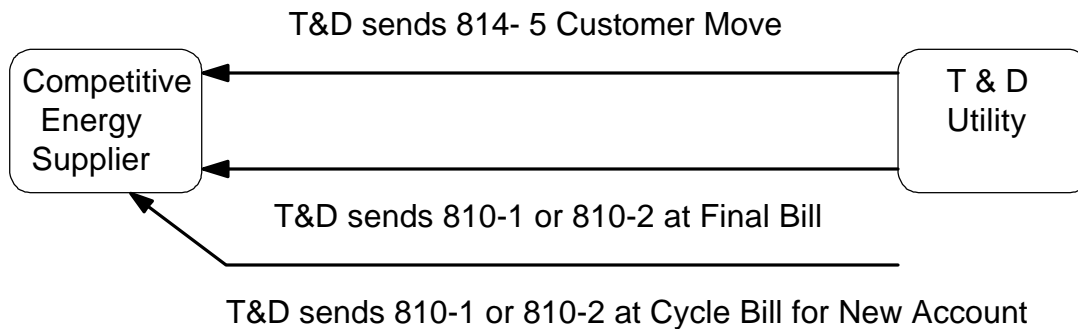


**814-5 Customer Move:** A Customer normally will contact a T&D customer service representative when they are moving. If the Customer is moving within the service territory, then the customer service representative will initiate action that will result in continuation of service with the same CES at the new address, (referred to as a seamless move), unless the Customer indicates that they wish to return to Standard Offer.

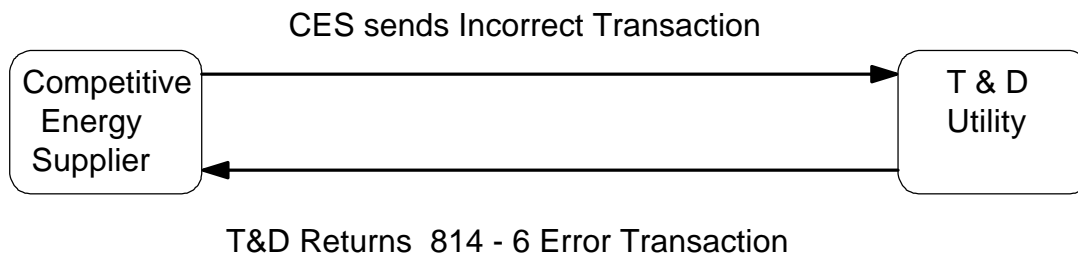
The seamless move, allowing the Customer to stay enrolled with the same CES at the new address and on the same rate, will be possible when the following conditions are met: the customer contacts the T&D at least two business days prior to the move, knows where they are



going (T&D account), and there is no break in service (concurrent service will be allowed). Any break in service will final the CES relationship and require a new enrollment.



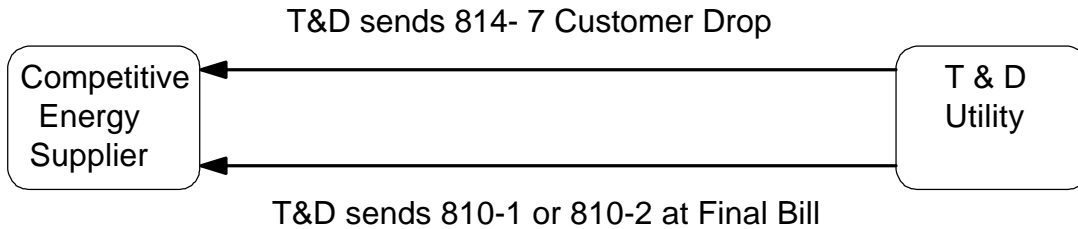
**814-6 Error Transaction:** If an Enrollment, Change or CES Drops Customer transaction is rejected by the T&D, an error transaction will be returned to the CES identifying the rejected record and the reason(s) for the rejection. There are up to 10 reject codes, however, an invalid T&D account number will reject with no additional processing or error codes.



**814-7 Customer Drops CES:** If a Customer desires to drop a CES other than through enrolling with a new CES, the Customer may inform the T&D or the CES. If the Customer informs the CES directly, the CES will send a CES Drops Customer (814-8) transaction to the T&D. The CES will be sent final Customer Usage or Customer Billing and Usage Information (810) transaction at the time of billing to allow the completion of the customer accounting process.

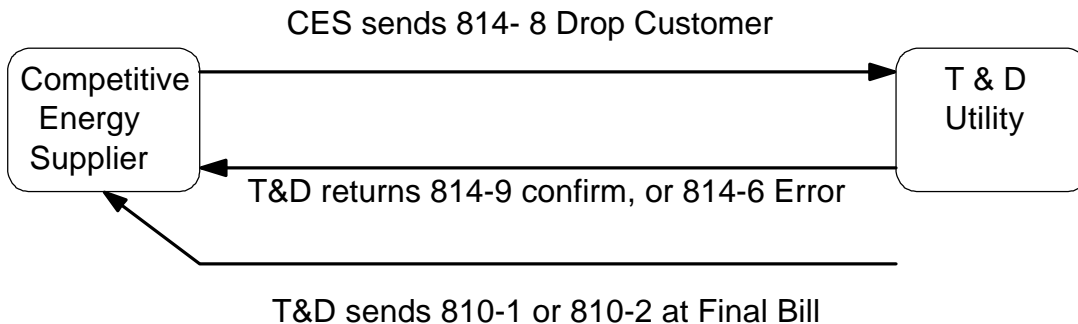
If the Customer informs the T&D directly to drop a CES, generation service will be terminated on the date of the Customer's next scheduled meter read. If the customer desires to drop the CES off cycle, the T&D will send a Customer Drops CES transaction to the CES, indicating the predicted off cycle drop date. The T&D will automatically move the Customer to Standard Offer based on a prorated read or actual read and bill the customer the appropriate fee. The CES will be sent final Customer Usage or Customer Billing and Usage Information (810) transaction at the time of billing to allow the completion of the customer accounting process. The Customer may have another CES enroll them effective on their next scheduled cycle meter-read date.

The T&D only sends the 814-7 customer drop when the customer has elected to have the drop occur off cycle.



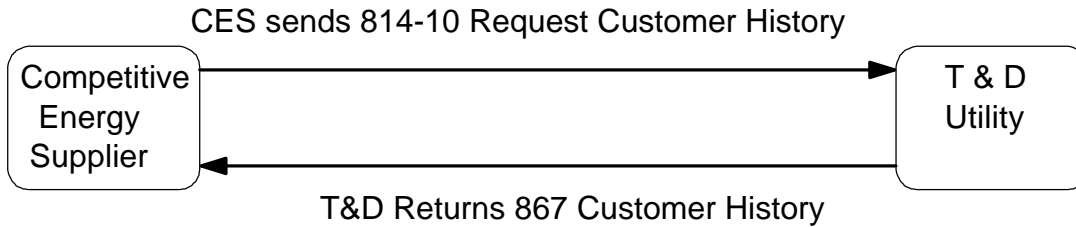
**Customer Move, Final Bill:** When a Customer moves and finals the service or moves outside of a given service territory the CES will be notified of the Customer drop via the final Customer Usage or Customer Billing and Usage Information (810) transaction at the time of billing to allow the completion of the customer accounting process.

**814-8 CES Drops Customer:** The CES, after complying with any applicable notification period, notifies the T&D to discontinue generation service for a Customer. The general rule is that the termination will be made to coincide with the Customer's normal cycle meter-read date. After that date, the Customer will automatically receive Standard Offer until they enroll with a new Supplier.



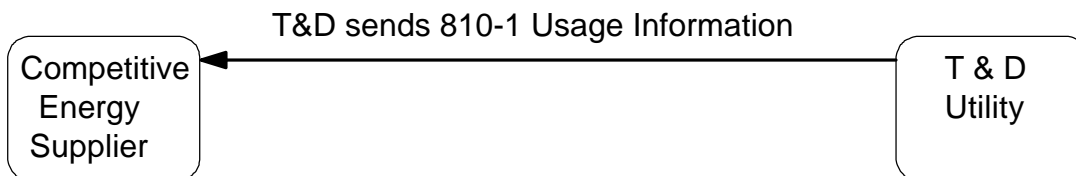
**814-9 Confirm Drop Date:** When transaction 814-8 is successful, (see above), then a confirmation is returned to the CES to confirm the projected effective date of the termination of generation service from that CES.

**814-10 Request Customer History:** The T&D will provide twelve months of a Customer's historical usage data to a CES if requested, provided that the CES has received the appropriate customer authorization, in accordance with MPUC rules. If there is less than twelve month's historical usage data available for that customer, the T&D will provide the historical usage data that is available.

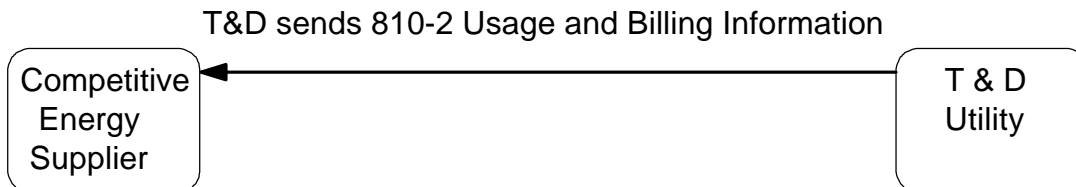


## **810 Monthly Usage/Billing**

**810-1 Customer Usage Information, Separate (Dual) Billing Option:** After the meter reading data is obtained and processed, the T&D will provide the Customer's CES with consumption information to facilitate CES billing.



**810-2 Customer Usage and Billing Information, T&D Consolidated Billing Option:** After the meter reading data is obtained and processed, the T&D will provide the Customer's CES with consumption and billing information.



When a Customer moves, is shut off for non-payment or is no longer a Customer of record, the T&D renders a Final Bill to the Customer, at that location. At that time the T&D sends the CES the final usage, or billing and usage, information as appropriate. This process is also followed if the T&D discontinues distribution service to a Customer. Validated billing and usage information will be transmitted to CESs by noon of the day following the T&Ds' processing cycle.

**Arrears Processing:** Within the billing information, the CES arrears will be calculated using the same rules that the T&D uses. Whenever a Customer switches CES, there is a chance that there will be outstanding arrears for the old CES. If the T&D Consolidated billing option had been chosen for the old CES, the T&D will carry the old CES's arrears on the account for two billing cycles. Then, a payment correction transaction will be used to settle the account with the CES. It is the CES's responsibility to pursue credit and collection activity on the outstanding arrears after the Customer has switched CES, even if the T&D Consolidated billing option had been in effect when the Customer was current. As the T&D collects money from the Customer, and that money is determined to be applied to the CES portion of the bill, it will be applied against the oldest CES's outstanding arrears first.

**Bill Cancellation:** When it is determined that a consumption-based adjustment to a customer bill is necessary, the T&D will notify the CESs of the cancellation of the original bill by sending the 810 transaction with a cancellation activity code. Numeric fields will be sent as originally billed, i.e. not negated, since the activity code determines the purpose of the transaction. The CES can then apply the amounts to its own system as needed.

For Separate (Dual) Billing, the Usage transaction will be sent so that the CES will know the amount of consumption being canceled. For T&D Consolidated Billing, the T&D will cancel the bill in question, and provide the CESs with a Billing transaction indicating the consumption and dollars that have been canceled.

In dealing with adjustments that cover multiple suppliers while the T&D was doing consolidated billing, the T&D can calculate and rebill the appropriate amounts. The T&D will carry the receivables for up to two billing periods, based on the service agreement.

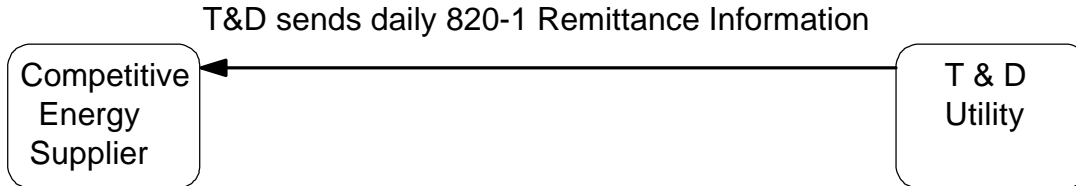
**Rebilling of Canceled Amounts:** If a rebill of the canceled billing is appropriate, the T&D will notify the CESs of the corrected consumption amounts being billed by sending an 810 transaction. For T&D Consolidated billing, the CES portion will be recalculated based on the corrected consumption, and the corrected dollar amounts sent as well.

For T&D Consolidated billing, if the cancellation and/or rebill covers a period of historical consumption in which the customer's accounts/receivable information for the CES is no longer available (i.e. beyond two scheduled bills following the last bill with the CES, and an 820 Write-off Adjustment has been sent to the CES), the T&D will send the canceled and/or rebilled amounts to the CES and rebill the customer as appropriate.

## **820 Payments & Payment Corrections**

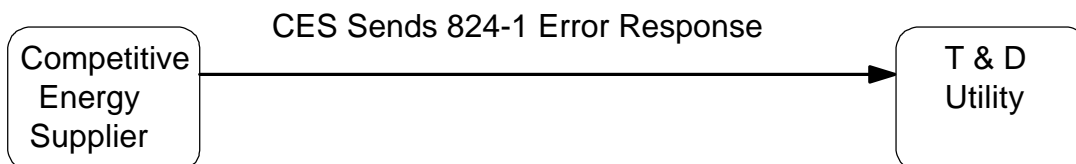
### **(T&D Consolidated Billing Option Only)**

**820-1 Customer Payment/Payment Correction:** Each business day, information about recorded Customers' payments and corrections will be sent to the Customers' CES. Recorded payments set up the trigger to release the funds to those CESs based on terms contained in the service agreement, anticipated to be five business days.



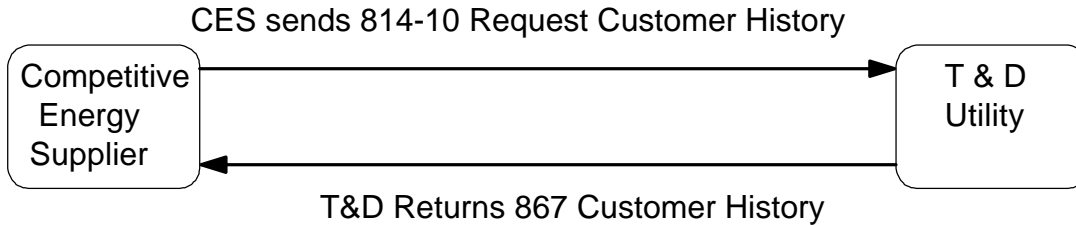
## **824 Transactions – Response**

**824-1 Response, Error on Non 814 Transaction:** The CES been sent an 810, 820 or 867 that has data error problems and cannot be processed. The CES will send an 824 Response Error Transaction to the T&D Utility, referencing the original transaction and the reason the transaction cannot be processed.



## **867 Transactions – Historical Usage**

**867-1 Historical Usage Data:** The T&D will provide twelve months of a Customer's historical usage data to a CES upon request, provided that the CES has received the appropriate customer authorization, in accordance with MPUC rules. If there is less than twelve month's historical usage data available for that customer, the T&D will provide the historical usage data that is available.



### **997 Transaction – Functional Acknowledgment**

**997 Functional Acknowledgment:** The T&Ds and CESs receiving incoming EDI transactions will respond with a functional acknowledgment within one (1) business day of receipt of the transaction. This requirement will also be included in the service agreement .

### **E-mail Settlement Transaction**

**Settlement:** The Aggregate Load Estimate record will be sent electronically to those CESs that request it. As the daily load estimate information is made available to ISO New England, it will be sent to those CESs in the same format. The daily load settlement data can be provided in a different format based on the service agreement.

### **Transaction Conclusion**

These business rules are intended to resolve most questions about the business relationships in Maine’s deregulated marketplace. However, there are many unusual and irregular situations that will occur in the normal course of business (e.g. administrative account changes or adding a service to a multi-service account). There are so many, in fact, that they cannot be completely enumerated. While these situations are extraordinary, they are nonetheless important. For example, a T&D’s administrative change may have the effect of final billing a Customer with its CES. In many of these cases, the rules do not apply directly. The Working Group makes the explicit assumption that the necessary communication between the Customer and the T&D will be extended to the CES, making the three parties aware of the appropriate actions that must be taken. Further, given that the proper communication between the parties has taken place, the Working Group feels confident that the transaction sets will be sufficient to accommodate these anomalies. As was recognized in the Introduction, work must continue on these standards as the marketplace evolves and as the parties gain experience.

## V. Standard Offer Electronic Business Transactions:

The Standard Offer in Maine is a wholesale model in some respects. Standard Offer Providers, (SOP) are not provided customer specific information, therefore, no enrollment detail is sent. In general, T&Ds will provide aggregated customer data by rate class to Standard Offer Providers. The number of customers by standard offer rate each day will be provided from the settlement process according to the settlement schedule. The billed kWh and kW, if appropriate, by class will be provided in an aggregated version of the 810 transaction daily to each standard offer provider according to the T&D's billing schedule.

**Electronic Business Transaction Sets:** The table below contains the business flow and electronic transaction that governs the implementation of the business rules. For these transactions to be accepted, the Standard Offer Provider will have complied with the state mandated licensing requirements, participated in training, successfully completed tests of electronic transactions and equipment, and executed a service agreement with the appropriate T&D.

**T&D:** Transmission & Distribution Utility

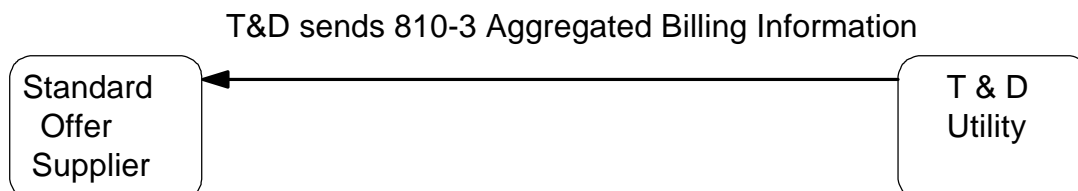
**SOP:** Standard Offer Provider

EBT	Format	Business Process	Flow
810 Monthly Usage/Billing	810-3	Customer Usage & Billing Information - (T&D Consolidated Billing)	T&D → SOP

**Business Rules for the Transaction Set:** Below are the business rules for the electronic transactions that govern the implementation of the Terms and Conditions for SOPs.

### 810 Monthly Usage/Billing

**810-3 Customer Usage and Billing Information (T&D Consolidated Billing Option):** Each day the T&D performs billing, after the meter reading data is obtained and processed, the T&D will provide the SOP with aggregated consumption and billing information by standard offer rate class. The 810-3 data will be sent in the rate loop of the EDI transaction.



## **VI. Data Formats:**

A key question, addressed by the ME-EBT Working Group was how to package the data into records (i.e. the transactions) to transmit them over the telecommunications channel. Among other features, that package, commonly referred to as an “envelope”, should enclose and secure the transactions for transmission, allow for error recovery, and make some form of date and time stamp available. The choices range from having the trading partners in Maine develop a “Maine envelope”, or investing in a generic industry solution.

The ME-EBT Working Group reviewed the technologies and services available for packaging standardized transaction formats for transmission over public and private networks. A unanimous decision was made to use the electronic commerce industry’s Electronic Data Interchange (EDI) implementation and the UIG guidelines. Future changes to UIG guidelines will be reviewed on a case-by-case basis as provided for in Section I.

The EDI format will use existing ANSI ASC X.12 transactions which are tailored for use in the exchange of information between T&Ds and CESs. The group has “mapped” the fields we have defined in Appendix A and B of this report to the existing segments of the EDI transaction sets as defined in the implementation guide, appendix C.



## **VII. Electronic Transmission Standard Approach:**

The ME-EBT Working Group has reviewed the standards, technologies and services available for defining transaction sets and transport mechanisms. We have also considered developments taking place in the rapidly emerging, restructured electricity markets in neighboring New England states and other regions of the country.

The position of the Working Group is:

- Implement EDI in Maine using VANs.
- Participate in national standard setting for our industry (UIG-D).
- Continue to monitor Internet progress.
- Find opportunities to model and experiment with Internet transport solutions where appropriate, in non deregulation applications.
- Move to using the Internet when open solutions and national standards are ready.
- Let Consumer Owned Utilities investigate low cost/shared solutions.

There is general agreement among the participants that transaction formats should be standardized so that all parties can develop the business processes and automated systems needed to facilitate the required set of electronic business transactions. It is less certain that a single means of transferring the data should be mandated for use by all parties. Successful implementation of both Value Added Network (VAN) and limited Internet file transfer systems are presently in use in New Hampshire, Massachusetts and Rhode Island. In addition, other methods, such as dedicated, leased phone line connections, dial-up phone connections, and other computer-to-computer file transfer mechanisms are available, and could be practical and economical transfer mechanisms for certain scenarios.

For any transfer method to be allowed, it must meet certain minimum criteria in the following key areas:

- Security/encryption of transactions and customer information
- Proof of transmission and receipt (non-repudiation)
- Reliability
- Data and file integrity
- Network performance and availability
- Recoverability and archiving of data

The ME-EBT Working Group adopted a Value Added Network (VAN) as the default transport medium for the market. VANs are a reliable and proven technology, and they include the services in the key areas identified above. However, other methods may be permitted if there is a service agreement between market participants to implement and support such methods, and provided they meet minimum requirements in the key areas listed above.

## VIII. Computer Operations Considerations:

Other sections of this document address essential standards for business transactions, data formats and electronic transmission of data. This section deals with the operational issues (both manual and automated) that, while primarily technical in nature, can have a significant effect on the efficiency and consistency of business processes. The ME-EBT Working Group identified the following principles for computer operations:

- Processing of data must be reliable, predictable, accurate and efficient.
- Transaction processing must be equitable and verifiable.
- Trading partners' daily operational schedules should be accommodated.
- The entire process must be designed to detect and report errors without intervention.
- There must be a clear assignment of responsibility.
- The complete process occurs over a 24 hour period and includes:
  - Daily input and validation of CES input transactions (Enrollments, etc.)
  - T & D billing cycle ("T&D Company CIS")
  - ISO New England load estimating and reporting
  - Daily output to the CES (Successful Enrollments, Usage and Billing, Customer Payments, Errors, Load Settlement if requested, etc.).

Computer operations issues have been categorized into the following topics: scheduling, file handling, error handling and recovery.

**Schedule:** Each trading partner will have daily schedules that should be accommodated to the extent possible. Operating schedules cannot be standardized because of differences in daily transaction volumes, processing techniques, technology, etc. At the same time, there should be a baseline schedule that all trading partners can rely on that does not place an undue burden on any trading partner. Each T&D will publish their daily operation schedule as a guideline to CESs. The schedule should include cycle reading dates, processing "work days" and "no work" days (i.e., holidays, weekends).

The ME-EBT Working Group reviewed the daily computer operation schedules of the T&Ds in order to develop a baseline schedule. The Working Group proposed a target schedule pertaining to a normal business day. As testing provides more information on the unknowns of volume and processes, the schedule will be revisited. We will make the effort to be consistent on key cut-off times across utilities. The proposed schedule target is as follows:

- CES transactions must be ready for T&D processing each work-day, at a time specified in the service agreement.
- Transactions received on the current business day will be responded to by the end of the next business day.
- Validated billing and usage transactions will be transmitted to CESs by the next business day following the corresponding T&D processing cycle.

- T&D output transactions should be ready for CES processing each business day, at a time specified in the service agreement.
- Refer to the Enrollment Period Timeline in Section VI, for a description of the customer enrollment process.

**File Handling:** The operational guidelines pertaining to file handling are based on the business rules defined elsewhere in this document concerning transaction standards and data transmission. It should be considered that changes to those business rules could impact file handling.

- The T&D will attempt to process all files sent by the CES unless specific action is taken by the CES to avert processing (i.e., delete files, replace files). Refer to the Error Handling section for additional information.
- The recipient of a file (CES or T&D) is responsible for reviewing and editing file contents to prevent adverse impact on the recipient's operations or systems (data errors, duplicate files, illogical conditions, etc.). The recipient of a file has the right to reject the file in whole or in part due to content or protocol errors. In the event that a file is rejected, the detail transactions will not be processed.
- The creator of a file is responsible for the accuracy and authenticity of the contents.
- All data exchanges will be done in a pre-established manner to ensure data security and integrity (refer to "Electronic Transmission" section).
- Each file will have one recipient, and should contain transactions intended only for that recipient. A file may contain multiple transactions of the same or different type for the same customer account.
- Files will be processed by the recipient according to the recipient's operating schedule. The T&D will sweep the input queue at least once each business day and will process all files that are available by the cut-off and up to the time of the last sweep.
- Files will be processed in chronological order. To ensure accurate and consistent posting of individual transactions, the T&D will validate them in physical sequence as presented on the input files. Errors and confirmations (e.g., Successful Enrollments) will be returned to the CES no later than the first business day following the processing of the transactions by the T&D.
- Daily transaction exchange between the CES and the T&D will generally not be limited in terms of the total number of files or transactions processed on a daily basis.

**Error Handling:** Each trading partner must establish two points of contact: one for technical operations problems, and another for business issues. Each trading partner should establish appropriate procedures for problem resolution such that problems are identified, documented, properly classified and resolved in a timely manner.

Because access to and manipulation of data must be controlled, the creator of a file is responsible for correcting any errors in the data. No transaction that contains error(s) will be accepted.

**Recovery:** A sound operation includes data recovery procedures that can be invoked in the event of unexpected situations that require transactions to be recreated or resubmitted for any reason. The primary purpose of these recovery procedures is to protect the originator of a file from damages related to loss of the data.

No matter what specific transmission method is used, the originator needs procedures so a file can be recreated and/or retransmitted or simply omitted from the job stream (unreadable data, invalid header, file control error, etc.). The CES will have to coordinate with the T&D in order to omit a file (dictated by T&D operational schedules); other conditions are addressed in the “File Handling” section.

The ME-EBT Working Group agreed that it is the responsibility of the originator of a file to maintain the ability to recover or recreate the data. In lieu of regulations that may specify data retention requirements, the specific recovery guidelines are left up to each trading partner. The minimum recovery criteria based on the normal file creation schedule is recommended to be three (3) months.

## **IX. CEP Training:**

**Introduction:** Prior to providing power supply service to any retail Customer in the market area, a CEP must complete training. Given the importance of understanding the operation and communication requirements of the new market infrastructure, the MPUC has concluded that each CEP must complete the training program and testing prior to the first Enrollment transaction being submitted to a T&D.

**Training Framework:** The Maine EBT Working Group has developed a training framework to provide CEPs with a solid base of knowledge for successfully doing business in Maine. Consistent with the concept of CEPs having a primary business contact and a primary technical contact, the training will be structured in two separate workshops. Session One is Maine's Restructuring Overview focused on Maine's relevant business issues, including regulations, responsibilities and resources. Session Two, designed for the primary technical contact person, is Technical EBT/EDI Training focused on operational issues covering the requirements and responsibilities for testing and implementing electronic billing transactions.

Supplier Workshops are structured in such a manner as to maximize information exchange, maintain consistency between sessions, and minimize resource impact for everyone. A workshop schedule will be posted on the Maine Supplier Web Site, and the proposed agendas are here in Appendix D: Training and Requirements. The frequency of the workshops will be determined by the level of interest and needs of the CEPs, but will be offered quarterly at a minimum. Participants must register one week in advance of the scheduled training. Priority will be given to CEP registrants; others may attend as space allows. The workshops will be conducted with representation from the utilities, the MPUC, and ISO-NE. The workshop coordination and the costs of the facility and training materials will be allocated among the T&Ds. Individual participants will be certified as trained, which may be a requirement in the terms of the contract between the T&D and the CEP. Each CEP will be provided with a Maine Supplier Guide of reference materials. A sample Table of Contents and Statement of Purpose are also included in Appendix D. These Guides will be registered to a CEP so that a mailing list can be established for updates.

## **X. Testing:**

**Introduction:** Prior to providing power supply service to any retail Customer in the market area, a CES and SOP must demonstrate its capability to electronically send (receive) data to (from) each T&D in whose service area it intends to offer competitive services. Successful testing must be completed prior to the first enrollment transaction being submitted to the T&D.

The purpose of the ME-EBT Test Plan is to provide a standardized set of test conditions that CESs, SOPs and T&Ds will use to verify their customer transactions and EDI interface. The detailed test plan is contained in Appendix E.

The purpose of the testing is to verify that the CES is capable of complying with the data transfer standards specified in this document and has the necessary software and hardware

required to send, receive, and translate the standard transactions required to do business in the market. The EBT working group also concluded that CESs may want to develop and test default rates.

The test plan is not intended to exercise every conceivable transaction condition, but it will cover the most common scenarios and enough error conditions to demonstrate basic error handling. The test plan cannot anticipate limitations that exist within trading partners' systems, so trading partners may agree to perform additional testing or to add/modify transactions in order to cover special conditions. The test plan is not a substitute for internal testing of trading partners' systems. Each trading partner should conduct thorough testing of their internal systems to ensure that all transaction processing is accurate.

**EBT Testing Procedure:** This procedure provides CESs and T&Ds with a guide to initiating and successfully completing the ME-EBT Test Plan. This procedure will be followed by each T&D with which the CES wants to test and/or enroll customers. Successful completion of the test plan (Appendix E) is required before the T&D will accept enrollment transactions from the CES.

1. The CES representative (either the Business Contact or Technical Contact) must contact the person identified as the Business Contact for the T&D with which testing is to be conducted. This contact must be made at least two weeks before test files are transmitted to the T&D. The two week lead time is so the CES and the T&D can work together to establish the following:
  - Gain a mutual understanding of the Test Plan conditions and requirements. (Appendix E)
  - Perform tests on rates and pricing structures in the T&D test system.
  - Perform tests on mailboxes and passwords or alternate method of file exchange.
  - Identify and agree on any specific test data needed for utility-specific conditions.
  - Set a schedule for transmitting test data and conducting the tests.
2. CES will transmit test files in EDI format (see ME-EBT EDI Implementation Guide, Appendix C) according to the schedule. CES notifies the T&D Business Contact when files have been transmitted. The T&D Business Contact or Technical Contact will provide prompt notification of any problems encountered with the input files.
3. The T&D will process CES input files and send result files according to the schedule. CES should process each file through its test record keeping system according to the test schedule and promptly notify the T&D Business Contact of any problems.
4. The Business Contact and Technical Contact for each party will review the results of their individual test system processing cycles. This review will ensure 1) that test results are consistent with internal requirements, 2) that the intent of the ME-EBT Test Plan is fulfilled, and 3) that any deviations from the expected results are legitimate and do not jeopardize the quality of the test.

5. The test is considered to be completed successfully when the Business and Technical Contacts for both the CES and T&D sign off on the test results. The test can be rescheduled and rerun as necessary to provide the reviewers with the confidence to sign off.

**Test Completion:** The test utilizes transactions from the standard transaction sets described in appendix E and verification of 100% error free transmission, receipt, and translation of the data by both CES and T&D is required. Upon *successful* completion of the test, (and any other registration requirements) the T&D will activate the CES on their production business system.

**Updates to Test Standards:** The details of the test procedures, data scenarios and transactions may vary over time. The version in effect when this report was issued is presented in Appendix E, ME-EBT Test Plan.

## **XI. Work Group Process Continuation:**

**Introduction:** The ME-EBT Working Group has produced this document to facilitate Electronic Business Transactions necessary to support Customer Choice in Maine. Additionally, standards and technologies are being proposed and adopted, in other states, both regionally and nationally, that merit observation and possible adoption.

For these reasons, and others, the ME-EBT Working Group urges the MPUC to recognize that a continuing effort is required to develop these EBT Standards and keep them current. Its composition can remain open to the T&Ds, the CESs, and new entrants to the market (e.g. Customers, Aggregators). They can also help resolve some issues that have been left aside as non-critical to our March 1, 2000 implementation by the current group:

- Integrate ideas from new members into the standards.
- Coordinate timing for changes in any of the protocols.
- Continue to train the “old” Suppliers when changes to the protocol are made.
- Revisit the use of the Internet as a transmission solution.

The Working Group will meet once a month, unless modifications to Maine’s Rules warrant more frequent meetings. New chairperson(s) will be chosen every six months.

**Change Control Process:** The ME-EBT Working Group will use this change control process to improve the efficiency and order of changes to the EBT document.

It is understood that change control is vital in order to allow the market to function successfully on a daily basis. Each CES and T&D will rely on established, documented and tested transactions, yet must have a process by which to modify, test and implement changes in an efficient, effective, timely, and well-coordinated manner. This section of the EBT document

provides the process by which changes to the standard transactions may be discussed, reviewed, accepted and implemented.

The ME-EBT Working Group, in conjunction with the Maine Public Utilities Commission, will maintain, publish, and post the standards and the ongoing modifications/enhancements to these standards to a central web site, and linked to T&D web sites. The Working Group will notify the designated contacts of each CES and T&D of anticipated modifications or enhancements to the standards and of anticipated timing.

In order for such a process to work, the following are in place:

1. A Maine EBT working group has been formed.
2. Regular work group meetings are being held to discuss the desired changes and any issues that arise from initial implementation.
3. This EBT Standards Document and meeting minutes are used to communicate issues that arise and must be addressed at and between the regular meetings.
4. An e-mail list server has been established for the Working Group.

**Process:** The Working Group has committed to meet through February 28, 1999 on a regular basis in order to publish the initial EBT Standards Document and will follow the Change Control Process from then forward.

The Working Group will continue to meet to address changes and other issues as we move toward implementation. After February 28, 1999, when new modifications and/or enhancements are introduced to the group, the proponent of said modification/enhancement should strive to build consensus for the change among all Work Group participants. This is important for the market to move forward, and to maintain viable regional standards and compliance with the UIG national guidelines adopted by the Working Group. In addition, the proponent proposing the modification/enhancement will be responsible for drafting the suggested changes to the specified document and any other documents that are affected. The changes adopted will be recorded in the change control log sheet in the front of this document and the document will be re-issued to the ME-EBT Standards book holders of record via e-mail and published on the web site.

**Priority Classifications:** All modifications and enhancements should be classified in one of the following three categories:

**Emergency Priority:** Changes must be implemented within 10 days or as otherwise directed by the working group.

**High Priority:** Changes/Enhancements implemented within 30 days, the next release, or as otherwise directed by the working group.

**Low Priority:** Changes/Enhancements implemented no earlier than 90 days, Future Release, or as otherwise directed by the working group.

**Emergency Priority:** For a change to be classified as *Emergency Priority*, the initiating party must demonstrate in writing to the working group that:



- The current standards cannot accommodate MPUC Rules.
- If the problem is left unattended, it could have a detrimental affect to a working group participant, or Maine's choice program in general.
- Service agreements between CESs and T&Ds cannot solve the problem efficiently.
- An urgent modification of the standards is required.
- All working group participants affected by the problem will accommodate said modification.

In addition, the initiating party must:

- Document in advance the scope of the modification and the affected standards.
- Document why the modification should not be classified as Next Release or a Low Priority change.
- Provide cost justification if appropriate.
- Document the proposed amendments, provide a test plan, test cases, and standards. This documentation shall be presented to the working group.

**High Priority:** For a change to be classified as *High Priority*, the initiating party must demonstrate in writing to the working group that:

- Service agreements between CES's and T&D's cannot solve the problem efficiently.
- The change addresses immediate regulatory and competitive market issues and mandates.
- All working group participants affected by the problem will accommodate said modification.

In addition, the initiating party must:

- Document in advance the scope of the modification and the affected standards.
- Document why the modification should not be classified as a Low Priority change.
- Provide cost justification if appropriate.
- Document the proposed amendments, provide a test plan, test cases, and standards. This documentation shall be presented to the working group.

**Low Priority:** For a change to be classified as future release *Low Priority*, the initiating party must demonstrate in writing to the working group that the suggested modifications or enhancements:

- Will meet changes as prescribed by the UIG or MPUC.
- Service agreements between CES's and T&D's cannot solve the problem.
- Will address regulatory and competitive market issues and mandates which affect all participants.

In addition, the initiating party must:

- Document in advance the scope of the modification and the affected standards.
- Document why the modification should not be classified as Next Release or a Low Priority change.
- Provide cost justification if appropriate.
- Document the proposed amendments, provide a test plan, test cases, and standards. This documentation shall be presented to the working group.

## **Notification Requirements**

### **Emergency Priority**

The party proposing the change/modification shall notify the working group chairperson(s) who will verify that the change/modification is an Emergency Priority in accordance with the Change Control Process. The working group Chairperson(s) will notify by e-mail, both CESs and T&Ds in as expeditious a manner as feasible.

### **High and Low Priority**

The initiating party will notify the working group Chairperson(s) by phone and/or e-mail, and both CESs and T&Ds by e-mail, at least 30 days prior to the next scheduled working group meeting. The Chairperson(s) shall add the change/modification request to the meeting agenda.

## **Appendix A Maine EBT Transaction Sets**

### **Transaction 814 General Request, Response or Confirmation**

- 814 - LIST OF HEADER AND TRAILER FIELDS
- 814 - ADMINISTRATIVE LIST OF DETAIL FIELDS
- 814-1 ENROLL CUSTOMER
- 814-2 CHANGE ENROLLMENT DETAIL - SUPPLIER DATA
- 814-3 CHANGE ENROLLMENT DETAIL - DISTRIBUTION CO. DATA
- 814-4 SUCCESSFUL ENROLLMENT
- 814-5 CUSTOMER MOVE
- 814-6 ERROR RECORD
- 814-7 CUSTOMER DROPS SUPPLIER
- 814-8 SUPPLIER DROPS CUSTOMER
- 814-9 CONFIRMATION of CUSTOMER DROP DATE
- 814-10 REQUEST CUSTOMER USAGE DATA

### **Transaction 810 Invoice**

- 810 - LIST OF HEADER AND TRAILER FIELDS
- 810 - ADMINISTRATIVE LIST OF DETAIL FIELDS
- 810-1 CUSTOMER USAGE INFORMATION For Separate (Dual) Billing
- 810-2 CUSTOMER USAGE and BILLING INFORMATION for T&D Consolidated Billing
- 810-3 CUSTOMER USAGE and BILLING INFORMATION for Standard Offer Billing

### **Transaction 820 Payments**

- 820 - LIST OF HEADER AND TRAILER FIELDS
- 820 - ADMINISTRATIVE LIST OF DETAIL FIELDS
- 820-1 CUSTOMER PAYMENTS/CORRECTIONS

### **Transaction 824 Response**

- 824 - LIST OF HEADER AND TRAILER FIELDS
- 824 - ADMINISTRATIVE LIST OF DETAIL FIELDS
- 824-1 RESPONSE, ERROR ON NON 814 TRANSACTIONS

### **Transaction 867 History Request**

- 867 - LIST OF HEADER AND TRAILER FIELDS
- 867 - ADMINISTRATIVE LIST OF DETAIL FIELDS
- 867-1 CUSTOMER USAGE HISTORY TRANSACTION

### **Transaction 997 Functional Acknowledgment**

- 997 - CREATED BY THE TRANSLATOR

**814 - LIST OF HEADER AND TRAILER FIELDS**

<u>HEADER DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	IMPLEMENTATION GUIDELINES	
			<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Header Transaction Set Number	3	A/N	814	ST01
2) Unique Tracking Number (Is also included in the body of the document)	30	A/N		BGN02 REF02
3) Distribution Company Identifier (Duns plus 2)	12	A/N	8S	N1
4) Supplier Identifier (Duns plus 4)	14	A/N	SJ	N1
5) File Creation Date	8	DATE		BGN03

<u>TRAILER DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Trailer Record Indicator	3	A/N		SE01
2) Record Count	8	A/N		SE01

**LEGEND**

DATE = CCYYMMDD A/N = Alphanumeric

**814 - ADMINISTRATIVE LIST OF DETAIL FIELDS**

<u>DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>IMPLEMENTATION GUIDELINES</u>	
			<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Detail Record indicator	1	A/N	SH/SV	LIN03
2) Supplier account number	20	A/N	11	REF02
3) Distribution Company account number (current) Distribution Company account number (old)	20	A/N	12 45	REF02
4) Additional Customer Identifier (Future Use)	4	A/N	8R	NM103
5) Effective date of service and load requirements - assigned by Distribution Company	8	DATE	007	DTM07
6) Billing option for the account - Separate(Dual) or Consolidated	1	A/N	BLT	REF02
7) Distribution Company rate code	5	A/N	NH	REF02
8) Supplier Rate Code	5	A/N	RB	REF02
9) Supplier pricing structure maintained by Distribution Company	7	A/N	PR	REF02
10) Type of service indicator	2	A/N	PRT	REF02
11) Service identifier	20	A/N	MG	REF02
12) Completion Status / Reject Reasons	30	A/N	7G	REF02
13) Reading cycle	3	A/N	BF	REF02
14) Sales Tax Indicator	1	A/N	TX	REF02
15) Off Cycle Reading/Enrollment Indicator	1	A/N	QY	REF02
16) Off Cycle Reading Date	8	DATE	MRR	DTM07
17) New Distribution Company account number	20	A/N	12	REF02
18) New Additional Customer Identifier (future use)	4	A/N	5E	REF02
19) New Distribution Company service identifier	20	A/N	MG	REF03

**LEGEND**

DATE = CCYYMMDD A/N = Alphanumeric

<u>DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>QUALIFIER</u>	<u>SEGMENT</u>
20) Bill To Address 1	55	A/N	N/A	N301
21) Bill To Address 2	55	A/N	N/A	N302
22) Bill To City	30	A/N	N/A	N401
23) Bill To State	2	A/N	N/A	N402
24) Bill To Postal Code	15	A/N	N/A	N403
25) Bill To Country	3	A/N	N/A	N404
26) Special Identifier	4	A/N	SU	REF02
27) Request for Usage Information (867)	1	A/N	HU	LIN05
28) New Supplier Account Number	20	A/N	11	REF02

LEGEND

DATE = CCYYMMDD A/N = Alphanumeric

**814-1 - ENROLL CUSTOMER***From Supplier to Distribution Company*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	MA	20	A/N
3) Distribution Company account number	MA	20	A/N
4) Additional Customer Identifier (Future Use)	N/A		
5) Effective date of service and load requirements - assigned by Distribution Company	N/A		
6) Billing option for the account - Separate (Dual) or Consolidated	MA	1	A/N
7) Distribution Company rate code	N/A		
8) Supplier Rate Code	OP #	5	A/N
9) Supplier pricing structure maintained by Distribution Company	OP #	7	A/N
10) Type of service indicator	OP	2	A/N
11) Service identifier	OP	20	A/N
12) Completion Status /Reject Reasons	N/A		
13) Reading cycle	N/A		
14) Sales Tax Indicator	OP	1	A/N
15) Off Cycle Reading/Enrollment Indicator (off cycle drops only)	N/A		
16) Off Cycle Reading Date	N/A		
17) New Distribution Company account number	N/A		
18) New Additional Customer Identifier (future use)	N/A		
19) New Distribution Company service identifier	N/A		

**LEGEND**

MA = Mandatory   OP = Optional   N/A = Not Applicable for this Transaction  
DATE = CCYYMMDD   A/N = Alphanumeric  
OP# = Both fields become Mandatory when Consolidated Billing Option selected



<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
20) Bill To Address 1	N/A		
21) Bill To Address 2	N/A		
22) Bill To City	N/A		
23) Bill To State	N/A		
24) Bill To Postal Code	N/A		
25) Bill To Country	N/A		
26) Special Identifier	OP	4	A/N
27) Request for Usage Info (867)	OP	1	A/N
28) New Supplier Account Number	N/A		

LEGEND

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction

DATE = CCYYMMDD A/N = Alphanumeric

OP# = Both fields become Mandatory when Consolidated Billing Option selected

**Transaction 814-1 Enroll Customer - OPTIONAL FIELD USE**

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
4. Additional Customer Identifier	Holding for future use as customer identifier
8. Supplier Rate Code	Required for T&D Consolidated Billing Option
9. Supplier Pricing Structure	Required for T&D Consolidated Billing Option
10. Type of Service Indicator	Indicates specific service being enrolled
11. Service Identifier	To provide description if multiple services enrolled
14. Sales Tax Indicator	CES Sales tax status
15. Off Cycle Reading or Enrollment Indicator	Holding for future use, not allowed in Maine currently
26. Special Identifier	Holding for future use
27. Request for Usage Info	Used if CES wants 867 returned with successful enrollment.



**814-2 CHANGE ENROLLMENT DETAIL - SUPPLIER DATA***From Supplier to Distribution Company*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	MA	20	A/N
3) Distribution Company account number	MA	20	A/N
4) Additional Customer Identifier	N/A		
5) Effective date of service and load requirements - assigned by Distribution Company	N/A		
6) Billing option for the account - Separate (Dual) or Consolidated	OP	1	A/N
7) Distribution Company rate code	N/A		
8) Supplier Rate Code	OP #	5	A/N
9) Supplier pricing structure maintained by Distribution Company	OP #	7	A/N
10) Type of service indicator	OP	2	A/N
11) Service identifier	OP	20	A/N
12) Completion Status / Reject Reasons	N/A		
13) Reading Cycle	N/A		
14) Sales Tax Indicator	OP	1	A/N
15) Off Cycle Reading/Enrollment Indicator	N/A		
16) Off Cycle Reading Date	N/A		
17) New Distribution Company account number	N/A		
18) New Additional Customer Identifier (future use)	N/A		
19) New Distribution Company service identifier	N/A		

**LEGEND**

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction

DATE = CCYYMMDD A/N = Alphanumeric

OP# = Both fields become Mandatory when Consolidated Billing Option is

selected

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
20) Bill To Address 1	N/A		
21) Bill To Address 2	N/A		
22) Bill To City	N/A		
23) Bill To State	N/A		
24) Bill To Postal Code	N/A		
25) Bill To Country	N/A		
26) Special Identifier	OP	4	A/N
27) Request for Usage Info (867)	N/A		
28) New Supplier Account Number	OP	20	A/N

LEGEND

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction

DATE = CCYYMMDD A/N = Alphanumeric

OP# = Both fields become Mandatory when Consolidated Billing Option is Selected

**Transaction 814-2 Change Enrollment Detail - Supplier Data - OPTIONAL FIELD USE**

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
4. Additional Customer Identifier	Holding for future use as customer identifier
6. Billing Option	Required only if changed
8. Supplier Rate Code	Required for T&D Consolidated Billing Option
9. Supplier Pricing Structure	Required for T&D Consolidated Billing Option
10. Type of Service Indicator	Indicates specific service being enrolled
11. Service Identifier Service Indicator	Further identifier, used in conjunction with #10, Type of
14. Sales Tax Indicator	CES Sales tax status
26. Special Identifier	Holding for future use
28. New Supplier Acct Number	For Supplier to update or change account number, possibly after a move.

**814-3 CHANGE ENROLLMENT DETAIL - DISTRIBUTION CO. DATA***From Distribution Company to Supplier*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	MA	20	A/N
3) Distribution Company account number	MA	20	A/N
4) Additional Customer Identifier	NA		
5) Effective date of service and load requirements - assigned by Distribution Company	MA	8	DATE
6) Billing option for the account - Separate (Dual) or Consolidated	N/A		
7) Distribution Company rate code	OP	5	A/N
8) Supplier Rate Code	N/A		
9) Supplier pricing structure maintained by Distribution Company	N/A		
10) Type of service indicator	OP	2	A/N
11) Service identifier	OP	20	A/N
12) Completion Status / Reject Reason	OP	30	A/N
13) Reading cycle	OP	3	A/N
14) Sales Tax Indicator	OP	1	A/N
15) Off Cycle Reading/Enrollment Indicator	N/A		
16) Off Cycle Reading Date	N/A		
17) New Distribution Company account number	OP	20	A/N
18) New Additional Customer Identifier (future use)	N/A		
19) New Distribution Company service identifier	OP	20	A/N

**LEGEND**

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction

DATE = CCYYMMDD A/N = Alphanumeric

OP# = Both fields become Mandatory when Consolidated Billing Option is Selected

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
20) Bill To Address 1	OP	55	A/N
21) Bill To Address 2	OP	55	A/N
22) Bill To City	OP	30	A/N
23) Bill To State	OP	2	A/N
24) Bill To Postal Code	OP	15	A/N
25) Bill To Country	OP	3	A/N
26) Special Identifier	N/A		
27) Request for Usage Info (867)	N/A		
28) New Supplier Account Number	N/A		

**LEGEND**

MA = Mandatory   OP = Optional   N/A = Not Applicable for this Transaction

DATE = CCYYMMDD   A/N = Alphanumeric

OP# = Both fields become Mandatory when Consolidated Billing Option is Selected

### **Transaction 814-3 Change Enrollment Detail - T&D Data - OPTIONAL FIELD USE**

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
7. Distribution Co Rate Code	Used if T&D rate code is changed, company specific codes
10. Type of Service Indicator	Provided if multiple services on account
11. Service identifier	Provide to identify specific service
12. Completion Status	Used to support seamless move, if canceling move transaction
13. Reading Cycle	Required if customer billing cycle changes due to reroute, etc.
14. Sales Tax Indicator	Company specific, sent if changed
17. New T&D Account No.	Company specific, sent if changed
19. New Service identifier	Company specific; sent if changed
20. Bill to Address 1	Billing address for current customer
21. Bill to Address 2	Additional billing address, if any
22. Bill to City	Mailing city or town
23. Bill to State	Mailing state
24. Bill to Postal Code	Mailing zip code
25. Bill to Country	Provide if not US and available



**814-4 SUCCESSFUL ENROLLMENT***From Distribution Company to Supplier*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	MA	20	A/N
3) Distribution Company account number	MA	20	A/N
4) Additional Customer Identifier	NA		
5) Effective date of service and load requirements - assigned by Distribution Company	MA	8	DATE
6) Billing option for the account - Separate (Dual) or Consolidated	MA	1	A/N
7) Distribution Company rate code	MA	5	A/N
8) Supplier Rate Code	OP #	5	A/N
9) Supplier pricing structure maintained by Distribution Company	OP #	7	A/N
10) Type of service indicator	OP	2	A/N
11) Service identifier	OP	20	A/N
12) Completion Status / Reject Reasons	MA	30	A/N
13) Reading cycle	MA	3	A/N
14) Sales Tax Indicator	MA	1	A/N
15) Off Cycle Reading/Enrollment Indicator	N/A		
16) Off Cycle Reading Date	N/A		
17) New Distribution Company account number	N/A		
18) New Additional Customer Identifier (future use)	N/A		
19) New Distribution Company service identifier	N/A		

**LEGEND**

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction

DATE = CCYYMMDD A/N = Alphanumeric

OP# = Mandatory when Consolidated Billing Option Selected

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
20) Bill To Address 1	OP#	55	A/N
21) Bill To Address 2	OP	55	A/N
22) Bill To City	OP#	30	A/N
23) Bill To State	OP#	2	A/N
24) Bill To Postal Code	OP#	15	A/N
25) Bill To Country	OP#	3	A/N
26) Special identifier	N/A		
27) Request for Usage Info (867)	N/A		
28) New Supplier Account Number	N/A		

**LEGEND**

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction  
DATE = CCYYMMDD A/N = Alphanumeric OP# = Mandatory for consolidated billing

**Transaction 814-4 Successful Enrollment - OPTIONAL FIELD USE**

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
8. Supplier Rate Code	<b>Returned as sent</b> for Consolidated Billing Option
9. Supplier Pricing Structure	<b>Returned as sent</b> for Consolidated Billing Option
10. Type of Service Indicator	Company specific, returned if multiple services
11. Service identifier	Company specific, returned if multiple services
20. Bill to Address 1	Billing address for current customer
21. Bill to Address 2	Additional billing address, if any
22. Bill to City	Mailing city or town
23. Bill to State	Mailing state
24. Bill to Postal Code	Mailing zip code
25. Bill to Country	Provide if not US and available

**814-5 CUSTOMER MOVE***From Distribution Company to Supplier*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	MA	20	A/N
3) Distribution Company account number (old)	MA	20	A/N
4) Additional Customer Identifier	NA		
5) Effective date of service and load requirements - assigned by Distribution Company	MA	8	DATE
6) Billing option for the account - Separate (Dual) or Consolidated	MA	1	A/N
7) Distribution Company rate code (new)	MA	5	A/N
8) Supplier Rate Code (at New Location)	OP#	5	A/N
9) Supplier pricing structure maintained by Distribution Company	OP#	7	A/N
10) Type of service indicator	OP	2	A/N
11) Service identifier	OP	20	A/N
12) Completion Status / Reject Reasons	OP	30	A/N
13) Reading cycle (at new location)	MA	3	A/N
14) Sales Tax Indicator	MA	1	A/N
15) Off Cycle Reading/Enrollment Indicator	OP*	1	A/N
16) Off Cycle Reading Date	OP*	8	DATE
17) New Distribution Company account number	MA	20	A/N
18) New Additional Customer Identifier (future use)	NA		
19) New Distribution Company service identifier	OP	20	A/N

**LEGEND**

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction

DATE = CCYYMMDD A/N = Alphanumeric

OP# = Mandatory if T&amp;D Consolidated billing , OP\* = Mandatory if Off Cycle Enrollment allowed



<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
20) Bill To Address 1	OP#	55	A/N
21) Bill To Address 2	OP	55	A/N
22) Bill To City	OP#	30	A/N
23) Bill To State	OP#	2	A/N
24) Bill To Postal Code	OP#	15	A/N
25) Bill To Country	OP#	3	A/N
26) Special identifier	N/A		
27) Request for Usage Info (867)	N/A		
28) New Supplier Account Number	N/A		

**LEGEND**

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction

DATE = CCYYMMDD A/N = Alphanumeric OP# = Mandatory if T&amp;D Consolidated billing

**Transaction 814-5 Customer Move - OPTIONAL FIELD USE**

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
8. Supplier Rate Code	<b>Returned as sent</b> for Consolidated Billing Option
9. Supplier Pricing Structure	<b>Returned as sent</b> for Consolidated Billing Option
10. Type of Service Indicator	Company specific, returned if multiple services
11. Service identifier	Company specific, returned if multiple services
12. Completion Status	Used in seamless move to communicate possible invalid account conditions
15. Off-cycle Read Indicator	Sent if not scheduled read cycle
16. Off-cycle Read Date	Sent if 15 is sent
17. New T&D Account Number	New Account number at new service location
18. Bill to Address 1	Billing address for current customer
21. Bill to Address 2	Additional billing address, if any
22. Bill to City	Mailing city or town
23. Bill to State	Mailing state

24. Bill to Postal Code                      Mailing zip code
25. Bill to Country                          Provide if not US and available

## **814-6 ERROR RECORD**

*From Distribution Company to Supplier*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	MA	20	A/N
3) Distribution Company account number	MA	20	A/N
4) Additional Customer Identifier	NA		
5) Effective date of service and load requirements - assigned by Distribution Company	N/A		
6) Billing option for the account - Separate (Dual) or Consolidated	N/A		
7) Distribution Company rate code	N/A		
8) Supplier Rate Code	N/A		
9) Supplier pricing structure maintained by Distribution Company	N/A		
10) Type of service indicator	OP	2	A/N
11) Service identifier	N/A		
12) Completion Status / Reject Reasons	MA	30	A/N
13) Reading Cycle	N/A		
14) Sales Tax Indicator	N/A		
15) Off Cycle Reading/Enrollment Indicator	N/A		
16) Off Cycle Reading Date	N/A		
17) New Distribution Company account number	N/A		
18) New Additional Customer Identifier (future use)	N/A		
19) New Distribution Company service identifier	N/A		

## **LEGEND**

## Maine EBT Standards Document

MA = Mandatory   OP = Optional   N/A = Not Applicable for this Transaction  
DATE = CCYYMMDD   A/N = Alphanumeric

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
20) Bill To Address 1	N/A		
21) Bill To Address 2	N/A		
22) Bill To City	N/A		
23) Bill To State	N/A		
24) Bill To Postal Code	N/A		
25) Bill To Country	N/A		
26) Special Identifier	N/A		
27) Request for Usage Info (867)	N/A		
28) New Supplier Account Number	N/A		

**LEGEND**

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction  
DATE = CCYYMMDD A/N = Alphanumeric

**Transaction 814-6 Error Record - OPTIONAL FIELD USE**

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
10. Type of Service Indicator	Used to indicate which service failed if multiple services



**814-7 CUSTOMER DROPS SUPPLIER***From Distribution Company to Supplier*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	MA	20	A/N
3) Distribution Company account number	MA	20	A/N
4) Additional Customer Identifier	NA		
5) Effective date of service and load requirements - assigned by Distribution Company	MA	8	DATE
6) Billing option for the account - Separate (Dual) or Consolidated	N/A		
7) Distribution Company rate code	OP	5	A/N
8) Supplier Rate Code	N/A		
9) Supplier pricing structure maintained by Distribution Company	N/A		
10) Type of service indicator	N/A		
11) Service identifier	N/A		
12) Completion Status / Reject Reasons	N/A		
13) Reading Cycle	N/A		
14) Sales Tax Indicator	N/A		
15) Off Cycle Reading/Enrollment Indicator	N/A		
16) Off Cycle Reading Date	N/A		
17) New Distribution Company account number	N/A		
18) New Additional Customer Identifier (future use)	N/A		
19) New Distribution Company service identifier	N/A		

**LEGEND**

MA = Mandatory   OP = Optional   N/A = Not Applicable for this Transaction  
DATE = CCYYMMDD   A/N = Alphanumeric

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
20) Bill To Address 1	N/A		
21) Bill To Address 2	N/A		
22) Bill To City	N/A		
23) Bill To State	N/A		
24) Bill To Postal Code	N/A		
25) Bill To Country	N/A		
26) Special Identifier	N/A		
27) Request for Usage Info (867)	N/A		
28) New Supplier Account Number	N/A		

**LEGEND**

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction  
 DATE = CCYYMMDD A/N = Alphanumeric

**Transaction 814-7 Customer Drops Supplier - OPTIONAL FIELD USE**

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
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7. Distribution Co Rate Code	Company specific, may be sent if needed
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**814-8 SUPPLIER DROPS CUSTOMER***From Supplier to Distribution Company*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	MA	20	A/N
3) Distribution Company account number	MA	20	A/N
4) Additional Customer Identifier	NA		
5) Effective date of service and load requirements - assigned by Distribution Company	N/A		
6) Billing option for the account - Separate (Dual) or Consolidated	N/A		
7) Distribution Company rate code	N/A		
8) Supplier Rate Code	N/A		
9) Supplier pricing structure maintained by Distribution Company	N/A		
10) Type of service indicator	N/A		
11) Service identifier	N/A		
12) Completion Status Reject Reasons	N/A		
13) Reading Cycle	N/A		
14) Sales Tax Indicator	N/A		
15) Off Cycle Reading/Enrollment Indicator	OP	1	A/N
16) Off Cycle Reading Date	OP	8	DATE
17) New Distribution Company account number	N/A		
18) New Additional Customer Identifier (future use)	N/A		
19) New Distribution Company service identifier	N/A		

**LEGEND**

MA = Mandatory   OP = Optional   N/A = Not Applicable for this Transaction  
 DATE = CCYYMMDD   A/N = Alphanumeric



<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
20) Bill To Address 1	N/A		
21) Bill To Address 2	N/A		
22) Bill To City	N/A		
23) Bill To State	N/A		
24) Bill To Postal Code	N/A		
25) Bill To Country	N/A		
26) Special Identifier	N/A		
27) Request for Usage Info (867)	N/A		
28) New Supplier Account Number	N/A		

**LEGEND**

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction  
DATE = CCYYMMDD A/N = Alphanumeric

**Transaction 814-8 Supplier Drops Customer - OPTIONAL FIELD USE**

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
15. Off-cycle Read/Enrollment Indicator	Sent if not normal read cycle
16. Off-cycle Read Date	Sent if 15 is sent

**814-9 CONFIRMATION of CUSTOMER DROP DATE***From Distribution Company to Supplier*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	MA	20	A/N
3) Distribution Company account number	MA	20	A/N
4) Additional Customer Identifier	NA		
5) Effective date of service and load requirements - assigned by Distribution Company	MA	8	DATE
6) Billing option for the account - Separate (Dual) or Consolidated	N/A		
7) Distribution Company rate code	OP	5	A/N
8) Supplier Rate Code	N/A		
9) Supplier pricing structure maintained by Distribution Company	N/A		
10) Type of service indicator	N/A		
11) Service identifier	N/A		
12) Completion Status / Reject Reasons	MA	30	A/N
13) Reading Cycle	N/A		
14) Sales Tax Indicator	N/A		
15) Off Cycle Reading/Enrollment Indicator	OP	1	A/N
16) Off Cycle Reading Date	OP	8	DATE
17) New Distribution Company account number	N/A		
18) New Additional Customer Identifier (future use)	N/A		
19) New Distribution Company service identifier	N/A		

**LEGEND**

MA = Mandatory   OP = Optional   N/A = Not Applicable for this Transaction  
 DATE = YYYYMMDD   A/N = Alphanumeric

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
20) Bill To Address 1	N/A		
21) Bill To Address 2	N/A		
22) Bill To City	N/A		
23) Bill To State	N/A		
24) Bill To Postal Code	N/A		
25) Bill To Country	N/A		
26) Special Identifier	N/A		
27) Request for Usage Info (867)	N/A		
28) New Supplier Account Number	N/A		

**LEGEND**

MA = Mandatory   OP = Optional   N/A = Not Applicable for this Transaction

DATE = YYYYMMDD   A/N = Alphanumeric

**Transaction 814-9 Confirmation of Customer Drop Date - OPTIONAL FIELD USE**

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
7. Distribution Co Rate Code	Rate code for reference
15. Off-cycle Read/Enrollment Indicator	Sent if not normal read cycle
16. Off-cycle Read Date	Sent if 15 is sent

**814-10 REQUEST CUSTOMER USAGE DATA***From Supplier to Distribution Company*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	OP	20	A/N
3) Distribution Company account number	MA	20	A/N
4) Additional Customer Identifier	NA		
5) Effective date of service and load requirements - assigned by Distribution Company	N/A		
6) Billing option for the account - Separate (Dual) or Consolidated	N/A		
7) Distribution Company rate code	N/A		
8) Supplier Rate Code	N/A		
9) Supplier pricing structure maintained by Distribution Company	N/A		
10) Type of service indicator	N/A		
11) Service identifier	N/A		
12) Completion Status / Reject Reasons	N/A		
13) Reading Cycle	N/A		
14) Sales Tax Indicator	N/A		
15) Off Cycle Reading/Enrollment Indicator	N/A		
16) Off Cycle Reading Date	N/A		
17) New Distribution Company account number	N/A		
18) New Additional Customer Identifier (future use)	N/A		
19) New Distribution Company service identifier	N/A		

**LEGEND**

MA = Mandatory   OP = Optional   N/A = Not Applicable for this Transaction  
DATE = YYYYMMDD   A/N = Alphanumeric



<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
20) Bill To Address 1	N/A		
21) Bill To Address 2	N/A		
22) Bill To City	N/A		
23) Bill To State	N/A		
24) Bill To Postal Code	N/A		
25) Bill To Country	N/A		
26) Special Identifier	N/A		
27) Request for Usage Info (867)	MA	1	A/N
28) New Supplier Account Number	N/A		

**LEGEND**

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction

DATE = YYYYMMDD A/N = Alphanumeric

**Transaction 814-10 Request Customer Usage Data - OPTIONAL FIELD USE**

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
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2. Supplier Account Number	Returned if sent
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**810 - LIST OF HEADER AND TRAILER FIELDS**

<u>HEADER DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>IMPLEMENTATION GUIDELINES</u>	
			<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Header Transaction Set Number	3	A/N	810	ST01
2) Unique Tracking Number (Invoice Number)	22	A/N		BIG02
3) Distribution Company Identifier (Duns plus 2)	12	A/N	8S	N1
4) Supplier Identifier (Duns plus 4)	14	A/N	SJ	N1
5) File Creation Date	8	DATE		BIG01

<u>TRAILER DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Trailer Record Indicator	3	A/N		SE
2) Record Count	8	A/N		SE

**LEGEND**

DATE = CCYYMMDD    A/N = Alphanumeric

**810 Administrative : USAGE & BILLING**

<u>DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Detail Record indicator	1	A/N	SV	IT107
2) Supplier account number	20	A/N	11	REF02
3) Distribution Company account number	20	A/N	12	REF02
4) Billing option for the account - Separate (Dual) or Consolidated	1	A/N	BLT	REF02
5) Type of service indicator	2	A/N	PRT	REF02
6) Service identifier	20	A/N	MG	REF02
7) Supplier Rate Code	5	A/N	RB	REF02
8) Activity Code	2	A/N	BE	REF02
9) Supplier pricing structure maintained by Distribution Company	7	A/N	PR	REF02
10) Current read date	8	DATE	151	DTM07
11) Previous read date	8	DATE	150	DTM07
12) Primary metering indicator	1	A/N	QY	REF02
13) Peak or Total kilowatt hour usage	20	N0	KH,42 or 51	MEA03
14) Peak or Highest kW demand	20	N3	K1,42	MEA03
15) Peak kvar demand	20	N3	K2,42	MEA03
16) Off peak kilowatt hour usage	20	N0	KH,41	MEA03
17) Off peak kW demand	20	N3	K1,41	MEA03
18) Off peak kvar demand	20	N3	K2,41	MEA03

**LEGEND**

DATE = CCYYMMDD A/N = Alphanumeric Nx = Numeric data with implied decimal point where "x" indicates the number of places to the right of the decimal

<u>DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>QUALIFIERS</u>	<u>SEGMENT</u>
19) Shoulder kilowatt hour usage	20	N0	KH,66	MEA03
20) Shoulder kW demand	20	N3	K1,66	MEA03
21) Shoulder kvar demand	20	N3	K2,66	MEA03
22) KvarH	20	N0	K3,51	MEA03
23) Demand value used by Distribution Company for billing	20	N3	K1,62	MEA03
24) Number of non-metered units	8	N0	AU	MEA03

***THE FOLLOWING ARE FOR CONSOLIDATED BILLING  
OPTION***

25) Billing cycle	3	A/N	BF	REF02
26) Billing date	8	DATE	434	DTM06
27) Current Non TOU Energy Dollar amount for supplier	11	N2	C,ENC	SAC05
28) Current peak Dollar amount	11	N2	N,CPA	SAC05
29) Current off peak Dollar amount	11	N2	N,COA	SAC05
30) Current shoulder Dollar amount	11	N2	N,CSA	SAC05
31) Current demand Dollar charges	11	N2	N,DMD	SAC05
32) Current Customer Dollar charge	11	N2	N,BAS	SAC05
33) Current sales tax Dollar amount	11	N2	SU	TX102
34) Current arrears interest dollars*	11	N2	C,INT	SAC05
35) Supplier arrears dollars*	11	N2	C,PRB	SAC05
36) Total Dollar amount due Supplier *	11	N2	N,TOT	TDS01

***THE FOLLOWING ARE FOR STANDARD OFFER SERVICE***

37) T&D Rate Class	5	A/N	NH	REF02
38) Number of Customers in Rate Class	7	N0		REF02

**LEGEND**

DATE = CCYYMMDD A/N = Alphanumeric Nx = Numeric data with implied decimal point where "x" indicates the number of places to the right of the decimal

\* Must appear on the last detail record **only** for an account

**810-1 CUSTOMER USAGE INFORMATION For Separate (Dual) Billing***From Distribution Company to Supplier*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	MA	20	A/N
3) Distribution Company account number	MA	20	A/N
4) Billing option for the account - Separate (Dual) or Consolidated	MA	1	A/N
5) Type of service indicator	OP	2	A/N
6) Service identifier	OP	20	A/N
7) Supplier Rate Code	N/A		
8) Activity Code	MA	2	A/N
9) Supplier pricing structure maintained by Distribution Company	N/A		
10) Current read date	MA	8	DATE
11) Previous read date	MA	8	DATE
12) Primary metering indicator	N/A		
13) Peak or Total kilowatt hour usage	MA	20	N0
14) Peak or Highest kW Demand	OP	20	N3
15) Peak kvar demand	OP	20	N3
16) Off peak kilowatt hour usage	OP	20	N0
17) Off peak kW demand	OP	20	N3
18) Off peak kvar demand	OP	20	N3

**LEGEND**

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction  
 DATE = CCYYMMDD A/N = Alphanumeric Nx = Numeric data with implied decimal point where "x" indicates the number of places to the right of the decimal

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
19) Shoulder kilowatt hour usage	OP	20	N0
20) Shoulder kW demand	OP	20	N3
21) Shoulder kvar demand	OP	20	N3
22) KvarH (note-see glossary,not totaled with other kwh)	OP	20	N0
23) Demand value used by Distribution Company for billing	OP	20	N3
24) Number of non-metered units	OP	8	N0

***THE FOLLOWING FIELDS ARE FOR CONSOLIDATED BILLING OPTION***

25) Billing cycle	N/A
26) Billing date	N/A
27) Current Non TOU Energy Dollar amount for supplier	N/A
28) Current peak Dollar amount	N/A
29) Current off peak Dollar amount	N/A
30) Current shoulder Dollar amount	N/A
31) Current demand Dollar charges	N/A
32) Current Customer Dollar charge	N/A
33) Current sales tax Dollar amount	N/A
34) Current arrears interest dollars	N/A
35) Supplier arrears dollars	N/A
36) Total Dollar amount due Supplier	N/A

***THE FOLLOWING FIELDS ARE FOR STANDARD OFFER***

37) T&D Rate Class	N/A
38) Number of Customer in Rate Class	N/A

**LEGEND**

MA = Mandatory   OP = Optional   N/A = Not Applicable for this Transaction

## Maine EBT Standards Document

DATE = CCYYMMDD A/N = Alphanumeric Nx = Numeric data with implied decimal point where "x" indicates the number of places to the right of the decimal



## Transaction 810-1 - Customer Usage Information - OPTIONAL FIELD USE

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
5. Type of Service Indicator	Company specific, returned if multiple services
6. Service identifier	Company specific, returned if multiple services
12. Primary Metering	Sent if applicable, customer/company specific
14. Peak/Highest kW demand	Sent if demand is measured/billed in kilowatts
15. Peak kvar demand	Sent if demand is measured/billed in kilovars (used by CMP)
16. Off-peak kWh usage	Sent if off peak kWh is measured/billed
17. Off peak kW demand	Sent if off peak kW demand is measured/billed
18. Off-peak kvar demand	Sent if off peak kvar demand is measured/billed
19. Shoulder kWh usage	Sent if shoulder kWh is measured/billed
20. Shoulder kW demand	Sent if shoulder kW demand is measured/billed
21. Shoulder kvar demand	Sent if shoulder kvar demand is measured/billed
22. KvarH	Sent if Billed (used by MPS)
23. Demand Billing Value	Sent if Disco billed demand
24. No. non-metered units	Sent for lighting or non-metered device billing entities or accounts

## 810-2 CUSTOMER USAGE and BILLING INFORMATION for T&D Consolidated Billing

*From Distribution Company to Supplier*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	MA	20	A/N
3) Distribution Company account number	MA	20	A/N
4) Billing option for the account - Separate (Dual) or Consolidated	MA	1	A/N
5) Type of service indicator	OP	2	A/N
6) Service identifier	OP	20	A/N
7) Supplier Rate Code	MA	5	A/N
8) Activity Code	MA	2	A/N
9) Supplier pricing structure maintained by Distribution Company	MA	7	A/N
10) Current read date	MA	8	DATE
11) Previous read date	MA	8	DATE
12) Primary metering indicator	N/A		
13) Peak or Total kilowatt hour usage	MA	20	N0
14) Peak or Highest kW demand	OP	20	N3
15) Peak kvar demand	OP	20	N3
16) Off peak kilowatt hour usage	OP	20	N0
17) Off peak kW demand	OP	20	N3
18) Off peak kvar demand	OP	20	N3

### LEGEND

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction  
 DATE = CCYYMMDD A/N = Alphanumeric Nx = Numeric data with implied decimal point where "x" indicates the number of places to the right of the decimal

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
19) Shoulder kilowatt hour usage	OP	20	N0
20) Shoulder kW demand	OP	20	N3
21) Shoulder kvar demand	OP	20	N3
22) KvarH	OP	20	N3
23) Demand value used by Distribution Company for billing	OP	20	N3
24) Number of non-metered units	OP	8	N0

***THE FOLLOWING FIELDS ARE FOR CONSOLIDATED BILLING OPTION***

25) Billing cycle	MA	3	A/N
26) Billing date	MA	8	DATE
27) Current Non TOU Energy Dollar amount for supplier	MA	11	N2
28) Current peak Dollar amount	OP	11	N2
29) Current off peak Dollar amount	OP	11	N2
30) Current shoulder Dollar amount	OP	11	N2
31) Current demand Dollar charges	OP	11	N2
32) Current Customer Dollar charge	OP	11	N2
33) Current sales tax Dollar amount	OP	11	N2
34) Current arrears interest dollars*	OP	11	N2
35) Supplier arrears dollars*	OP	11	N2
36) Total Dollar amount due Supplier *	MA	11	N2

***THE FOLLOWING FIELDS ARE FOR STANDARD OFFER***

37) T&D Rate Class	N/A
38) Number of Customer in Rate Class	N/A

**LEGEND**

MA = Mandatory    OP = Optional    N/A = Not Applicable for this Transaction

## Maine EBT Standards Document

DATE = YYYYMMDD A/N = Alphanumeric Nx = Numeric data with implied decimal point where "x" indicates the number of places to the right of the decimal

\* Must appear on the last detail record **only** for an account

**Transaction 810-2 Customer Usage/Billing Information - OPTIONAL FIELD USE**

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
5. Type of Service Indicator	Sent if more than one service per account
6. Service ID	Sent if more than one service per account
14. Peak/Highest kW demand	Sent if demand is measured/billed in kilowatts
15. Peak kvar demand	Sent if demand is measured/billed kvar (used by CMP)
16. Off-peak kWh usage	Sent if off peak kWh is measured/billed
17. Off -peak kW demand	Sent if off peak kW demand is measured/billed
18. Off-peak kvar demand	Sent if off peak kvar demand is measured/billed
19. Shoulder kWh usage	Sent if shoulder kWh is measured/billed
20. Shoulder kW demand	Sent if shoulder kW demand is measured/billed
21. Shoulder kvar demand	Sent if shoulder kvar demand is measured/billed
22. KvarH	Sent if Billed (used by MPS)
23. Demand Billing Value	Sent if Disco billed demand
24. No. non-metered units	Sent for lighting or non-metered device billing entities or accounts
28. Current Peak Amount	Sent if peak usage is measured/billed separately
29. Current Off Peak Amount	Sent if off peak usage is measured/billed separately
30. Current Shoulder Amount	Sent if shoulder usage is measured/billed separately
31. Current Demand Charges	Sent if demand has been measured/billed
32. Current Customer Charge	Sent if rate structure includes a customer charge
33. Current Sales Tax Amount	Sent if sales tax has been billed
34. Current arrears Interest	Sent if billed per supplier instructions
35. Supplier Arrears	Sent if prior balance is unpaid

**810-3 CUSTOMER USAGE INFORMATION For Standard Offer Billing***From Distribution Company to Standard Offer Supplier*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	OP	20	A/N
3) Distribution Company account number	OP	20	A/N
4) Billing option for the account - Separate (Dual) or Consolidated	N/A		
5) Type of service indicator	N/A		
6) Service identifier	N/A		
7) Supplier Rate Code	N/A		
8) Activity Code	N/A		
9) Supplier pricing structure maintained by Distribution Company	N/A		
10) Current read date	N/A		
11) Previous read date	N/A		
12) Primary metering indicator	N/A		
13) Peak or Total kilowatt hour usage	MA	20	N0
14) Peak or Highest kW Demand	N/A		
15) Peak kvar demand	N/A		
16) Off peak kilowatt hour usage	OP	20	N0
17) Off peak kW demand	N/A		
18) Off peak kvar demand	N/A		

**LEGEND**

MA = Mandatory OP = Optional N/A = Not Applicable for this Transaction  
DATE = CCYYMMDD A/N = Alphanumeric Nx = Numeric data with implied  
decimal point where "x" indicates the number of places to the right of the decimal

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
19) Shoulder kilowatt hour usage	OP	20	N0
20) Shoulder kW demand	N/A		
21) Shoulder kvar demand	N/A		
22) KvarH (note-see glossary,not totaled with other kwh)	N/A		
23) Demand value used by Distribution Company for billing	OP	20	N3
24) Number of non-metered units	OP	8	N0

***THE FOLLOWING FIELDS ARE FOR CONSOLIDATED BILLING OPTION***

25) Billing cycle	N/A		
26) Billing date	MA	8	DATE
27) Current Non TOU Energy Dollar amount for supplier	N/A		
28) Current peak Dollar amount	N/A		
29) Current off peak Dollar amount	N/A		
30) Current shoulder Dollar amount	N/A		
31) Current demand Dollar charges	N/A		
32) Current Customer Dollar charge	N/A		
33) Current sales tax Dollar amount	N/A		
34) Current arrears interest dollars	N/A		
35) Supplier arrears dollars	N/A		
36) Total Dollar amount due Supplier	MA	11	N2

***THE FOLLOWING ARE FOR STANDARD OFFER***

37) T&D Rate Class	MA	5	A/N
38) Number of Customers in Rate Class	MA	7	N0

**LEGEND**

MA = Mandatory   OP = Optional   N/A = Not Applicable for this Transaction

## Maine EBT Standards Document

DATE = CCYYMMDD A/N = Alphanumeric Nx = Numeric data with implied decimal point where "x" indicates the number of places to the right of the decimal



**Transaction 810-3 - Customer Usage Information - OPTIONAL FIELD USE**

<u>Field Number/Name</u>	<u>Reason for Option and Expected Use</u>
2. Supplier Account Number	Used if supplier sends for standard offer
3. Distribution Co Account	Will send "standard offer"
16. Off-peak kWh usage	Sent if off peak kWh is measured/billed
19. Shoulder kWh usage	Sent if shoulder kWh is measured/billed
23. Demand Billing Value	Sent if Disco billed demand
24. No. non-metered units	Sent for lighting or non-metered device billing entities or accounts

Note: When referring to the glossary of terms, the 810-3 fields for standard offer imply aggregated numbers, not on a per customer basis.

**820 - LIST OF HEADER AND TRAILER FIELDS**

<u>HEADER DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>IMPLEMENTATION GUIDELINES</u>	
			<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Header Transaction Set Number	3	A/N	820	ST01
2) Unique Tracking Number	30	A/N		REF02
3) Distribution Company Identifier (Duns plus 2)	12	A/N	8S	N1
4) Supplier Identifier (Duns plus 4)	14	A/N	SJ	N1
5) File Creation Date	8	DATE	097	DTM06
6) Total Amount Due	11	N2	I	BPR02
7) ACH Transfer Date	8	DATE	ACH	BPR16

<u>TRAILER DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Trailer Record Indicator	3	A/N		SE
2) Record Count	8	A/N		SE

**LEGEND**

DATE = CCYYMMDD A/N = Alphanumeric

## 820 Administrative PAYMENTS & PAYMENT CORRECTIONS

<u>DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Detail Record indicator	1	A/N	I	BPR0
2) Supplier account number	20	A/N	5B	RMR0
3) Distribution Company account number	20	A/N	11	ENT0
4) Payment/Correction type	3	A/N	VARIOUS	RMR0
5) Payment/Correction posting date	8	DATE	809	DTM0
6) Payment/Correction amount	11	N2	PO VARIOUS	RMR0 RMR0

### LEGEND

DATE = CCYYMMDD A/N = Alphanumeric

Nx = Numeric data with implied

decimal point where "x" indicates the number of places to the right of the decimal

**820-1 CUSTOMER PAYMENTS/CORRECTIONS***From Distribution Company to Supplier*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Supplier account number	MA	20	A/N
3) Distribution Company account number	MA	20	A/N
4) Payment/Correction type	MA	3	A/N
5) Payment/Correction posting date	MA	8	DATE
6) Payment/Correction amount	MA	11	N2

**LEGEND**

MA = Mandatory   OP = Optional   N/A = Not Applicable for this Transaction  
 DATE = CCYYMMDD   A/N = Alphanumeric   Nx = Numeric data with implied  
 decimal point where "x" indicates the number of places to the right of the decimal

**Transaction 820-1 - Payments and Corrections - OPTIONAL FIELD USE**

No optional fields

**824 - LIST OF HEADER AND TRAILER FIELDS**

<u>HEADER DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>IMPLEMENTATION GUIDELINES</u>	
			<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Header Transaction Set Number	3	A/N	824	ST01
2) Unique Tracking Number	30	A/N	11	BGN02
3) Distribution Company Identifier (Duns plus 2)	12	A/N	N1	8S
4) Supplier Identifier (Duns plus 4)	14	A/N	N1	SJ
5) File Creation Date	8	DATE		BGN03

<u>TRAILER DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Trailer Record Indicator	3	A/N		SE
2) Record Count	8	A/N		SE

**LEGEND**

DATE = CCYYMMDD A/N = Alphanumeric

**824 Administrative RESPONSE NON 814 TRANSACTIONS**

<u>DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Detail Record indicator	1	A/N	TR	OTI0
2) Unique Tracking Number (from original transaction)	30	A/N	TN	OTI0
3) Transaction Set Number (from Original transaction)	3	A/N	810 820 867	OTI1
4) Supplier account number	20	A/N	11	REF0
5) Distribution Company account number	20	A/N	12	REF0
6) Transaction Date	8	DATE		BGN0
7) Completion Status / Reject Reasons	30	A/N	848	TED0

**LEGEND**

DATE = CCYYMMDD A/N = Alphanumeric

Nx = Numeric data with implied

decimal point where "x" indicates the number of places to the right of the decimal

**824-1 RESPONSE FOR NON 814 ERRORS***From Supplier to Distribution Company*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record indicator	MA	1	A/N
2) Unique Tracking Number (from original transaction)	MA	30	A/N
3) Transaction Set Number (from Original transaction)	MA	3	A/N
4) Supplier account number	MA	20	A/N
5) Distribution Company account number	MA	20	A/N
6) Transaction Date	MA	8	DATE
7) Completion Status / Reject Reasons	MA	30	A/N

**LEGEND**

MA = Mandatory   OP = Optional   N/A = Not Applicable for this Transaction  
 DATE = CCYYMMDD   A/N = Alphanumeric   Nx = Numeric data with implied  
 decimal point where "x" indicates the number of places to the right of the decimal

**Transaction 824-1 - Response Non 814 Errors - OPTIONAL FIELD USE**

No optional fields

**867 - LIST OF HEADER AND TRAILER FIELDS**

<u>HEADER DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>IMPLEMENTATION GUIDELINES</u>	
			<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Header Transaction Set Number	3	A/N	867	ST01
2) Unique Tracking Number	30	A/N		BPT02
3) Distribution Company Identifier (Duns plus 2)	12	A/N	8S	N1
4) Supplier Identifier (Duns plus 4)	14	A/N	SJ	N1
5) File Creation Date	8	DATE		BPT03

<u>TRAILER DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Trailer Record Indicator	3	A/N		SE
2) Record Count	8	A/N		SE

**LEGEND**

DATE = CCYYMMDD A/N = Alphanumeric



**867 Administrative CUSTOMER USAGE HISTORY**

<u>DESCRIPTION</u>	<u>SIZE</u>	<u>TYPE</u>	<u>QUALIFIER</u>	<u>SEGMENT</u>
1) Detail Record Indicator	1	A/N	52	BPT01
2) Supplier Account Number	20	A/N	11	REF02
3) Distribution Company Account Number	20	A/N	12	REF02
4) Additional Customer Identifier (future use)	4	A/N	8R	N102
5) Distribution Company Rate	5	A/N	NH	REF02
6) Type of Service	2	A/N	PRT	REF02
7) History Fields (repeated as required to span up to 13 months)				
7a) Date of Reading (defines end of billing period)	8	DATE	151	DTM06
7b) Date of Previous Reading (defines beginning of billing period)	8	DATE	150	DTM06
7c) Type of Reading (actual, estimated)	1	A/N	AA,EE	MEA01
7d) Type of Register (kWh, KVAR, on, off, shoulder, value)	3	A/N	MT	REF02
7e) Total Usage for this Period	9	N0	QD	QTY02
7f) Actual Demand for this Period	9	N3	K1,31	MEA03

**LEGEND**

DATE = CCYYMMDD A/N = Alphanumeric Nx = Numeric data with implied decimal point where "x" indicates the number of places to the right of the decimal

**867-1 Customer Usage History Transaction***From Distribution Company to Supplier*

<u>DESCRIPTION</u>	<u>REQ</u>	<u>SIZE</u>	<u>TYPE</u>
1) Detail Record Indicator	MA	1	A/N
2) Supplier Account Number	OP+	20	A/N
3) Distribution Company Account Number	MA	20	A/N
4) Additional Customer Identifier (future use)	N/A		
5) Distribution Company Rate	OP	5	A/N
6) Type of Service	MA	2	A/N
7) History Fields (repeated as required to span up to 13 months)			
7a) Date of Reading (defines end of billing period)	CO	8	DATE
7b) Date of Previous Reading (defines beginning of billing period)	CO	8	DATE
7c) Type of Reading (actual, estimated)	CO	1	A/N
7d) Type of Register (kWh, KVAR, on, off, shoulder, value)	CO	3	A/N
7e) Total Usage for this Period	CO	9	N0
7f) Actual Demand for this Period	CO	9	N3

**LEGEND**

MA = Mandatory OP = Optional OP+ = Supplied if Sent by CES

N/A = Not Applicable for this Transaction

DATE = CCYYMMDD A/N = Alphanumeric Nx = Numeric data with implied

CO = Conditional Based on Available Customer History

**Transaction 867-1 Customer Usage History - OPTIONAL FIELD USE**Field Number/NameReason for Option and Expected Use

5. Distribution Company Rate Sent if available

## **Appendix B – Glossary of Terms**

**ACH Transfer Date:** This field will contain the date that the ACH transfer is expected to be deposited to the Supplier's Bank.

**Activity Code:** This field will contain a code that indicates the following:

0 = Normal On Cycle Bill	4 = Off Cycle Bill
1 = Cancellation	5 = No Current Bill, Balance Only
1C = Cancel Current CES	6 = Estimated On Cycle Bill
1P = Cancel Prior CES	7 = Estimated Off Cycle Bill
2 = Manual Bill	8 = Late Read/Late Booked
2C = Rebill Current CES	9 = Final/Move
2P = Rebill Prior CES	
3 = Final Bill	

**Bill To Address 1:** The first address field of data that relates to the Customer's mailing address. This field may contain delivery information such as the mailing street address or a Post Office Box number. This does not include customer name, DBA or other identifier such as attention : etc...

**Bill To Address 2:** The second address field of data that relates to the Customer's mailing address. This field may contain any additional mailing address delivery information that exceeds the space provided by Bill To Address 1.

**Bill To City:** The mailing address city name.

**Bill To State:** The mailing address state name.

**Bill To Postal Code:** The mailing address Postal Code. This field would contain the Zip Code, and possibly the Carrier Route, if the mailing address is within the U.S.

**Bill To Country:** The mailing address Country Code, if the mailing address is outside of the U.S.

**Billing Cycle:** Distribution Companies typically process and bill a portion of their Customers each day. This grouping is the billing cycle. This field indicates what billing cycle the Customer is in. A schedule of billing cycles and dates will be made available to all Competitive Suppliers.

**Billing Date:** Date on which Distribution Company produced the bill.

**Billing Option for the Account:** This field will indicate the billing option chosen by the Customer. The Customer can choose either 'Consolidated' or 'Separate' (Dual) Billing, depending on whether the Customer wishes to receive a separate bill from his Competitive Supplier (Separate Dual) or one consolidated bill (Consolidated). Possible values are:

C = Consolidated  
D = Separate (Dual) Billing

**Consolidated Billing Option:** A billing option available to Customers whereby the distribution and generation charges are combined on one statement rendered by the Distribution Company.

**Completion Status / Reject Reasons:** After a set of transactions is processed by the Distribution Company, this field will be used to communicate the status of each detail record and the appropriate reject reasons for the transaction. (Valid codes are at the end of this appendix).

**Current Arrears Interest Dollars:** The amount of accrued interest charges on any outstanding debt for the account for the Competitive Supplier portion of the bill.

**Current Customer Dollar Charge:** The current Customer charges applied on the Competitive Supplier portion of the bill.

**Current Demand Dollar Charges:** The current billed amount for total demand for the Competitive Supplier portion of the bill.

**Current Non TOU Energy Dollar Amount:** The current amount billed kwh for a non TOU service for the Competitive Supplier for an individual service when there are multiple services per account, or for a single account when there is a single service for the account.

**Current Off Peak Dollar Amount:** The current billed amount for usage recorded during the Distribution Company's off-peak hours for the service for the Competitive Supplier portion of the bill.

**Current Peak Dollar Amount:** The current billed amount for usage recorded during the Distribution Company's on-peak hours for the service for the Competitive Supplier portion of the bill.

**Current Read Date:** The date the meter was read. The format of the date is CCYYMMDD.

**Current Sales Tax Dollar Amount:** The current sales tax amount for the service for the Competitive Supplier portion of the bill.

**Current Shoulder Dollar Amount:** The current billed amount for usage recorded during the Distribution Company's shoulder hours for the Competitive Supplier portion of the bill.

**Data Exchange:** The process of sending and receiving files over a computer network.

**Demand Value used by Distribution Company for Billing:** This field is used for time-of-use accounts. It is the kW or kV demand use that was used by the Distribution Company to calculate the current demand charges. (Since there are 2 or 3 time-of-use periods, each with demand use, this field tells the Supplier which demand use was used for billing purposes).

**Detail Record Indicator:** One character that indicates this is a detail record. There may be many detail records in a single file. Valid values are:

814 - 1, 4 = E = ENROLL

814-5 = M = MOVE

814 7, 8 = D = DROP

810-1 = U = USAGE

814-2, 3 = C = CHANGE

810-2 = B = BILLING

and USAGE

820-1 = P = PAYMENT/PAYMENT CORRECTION

814-10, 867-1 = H = HISTORICAL USAGE

814-9 = F = CONFIRM DROP DATE

810-3 = W = STANDARD OFFER (WHOLESALE BILLING & USAGE)

814-6 = X = ERROR

**Distribution Company Account Number:** The identifier used by the Distribution Company to uniquely identify their Customer. The Competitive Supplier must include the Distribution Company account number in all electronic communications with the Distribution Company.

**Distribution Company Customer Name:** For residential Customers, this field will contain the first four characters of the Customer's *last* name as it appears on the bill. For commercial and industrial, this field will contain the *first* four characters of the company's name as it appears on the bill.

**Distribution Company Identifier:** This is the Distribution Company's Dun & Bradstreet number.

**Distribution Company Rate Code:** The rate code assigned by the Distribution Company to identify the category of service Supplied to the Customer. If no rate is available (i.e. new account), a value of NA will be sent.

**Duns Number:** The Dun and Bradstreet number used to identify a trading partner, can add a 2 or 4 digit qualifier. (i.e. Duns + 4)

**EDI:** Electronic Data Interchange – a standardized set of business transactions for electronic commerce defined by the ANSI x.12 EDI transaction set.

**EDI Translator:** A computer program that converts electronic transactions to/from EDI format.

**Effective date of service and load requirements - assigned by the Distribution Company:** This date will normally be the next scheduled cycle meter-read date. It tells the Competitive Supplier the date that they are responsible for load, or in the case of a drop, the date they end being responsible for load.

**File Creation Date:** This is the date the file was created.

**Header Record Indicator:** One character that indicates this is a header record.

**History Fields:** Historical consumption data provided with the 867 transaction, one set of values for each month of consumption history available.

**KvarH:** Kvar hours value used by Maine Public Service Company for power factor billing.

**Load Date:** The day for which the kWh usage has been calculated by the load estimation system. The format of the field is: CCYYMMDD.

**Net Dollars:** This field will contain the total of the Payment/Adjustment amount field for the Supplier.

**New Distribution Company Account Number:** In certain circumstances the Distribution Company must change a Customer's account number. This field will be used to identify the new account number.

**New Distribution Company Customer Name:** In certain circumstances the Distribution Company must change the Customer's name (i.e. marriage). This field will be used to notify the Competitive Supplier of the first four characters of the Customer's new name.

**New Distribution Company Service Identifier:** In certain circumstances the Distribution Company must change a Customer's service (i.e. replacement meter). This field will be used to identify the new service identifier.

**New Supplier Account Number:** In the seamless move, or as desired, the supplier can provide a new account number for a customer.

**Number of Customers in a Rate Class:** The number of accounts billed in the rate class, used in the Standard Offer summary transaction.

**Number of Non-Metered Units:** Number of billable units pertaining to the value listed in the type of service indicator field.

**Off Cycle Reading Date:** The date the meter reading was obtained or estimated on a date other than the normal scheduled meter reading date. The Off Cycle reading process requires prior agreement with the Distribution Company as all Distribution Companies do not offer Off Cycle reading. The format of the date is CCYYMMDD.

**Off Cycle Reading/Enrollment Indicator:** One character that indicates whether an Off Cycle reading is, or will be, an actual or estimated reading. Off Cycle reading requests require prior agreement with the Distribution Company as all Distribution Companies do not offer Off Cycle reading. Valid values are:

A = Actual Reading  
E = Estimated Reading  
P = Prorated Reading

**Off Peak kW Demand:** The highest demand measured in kilowatts during the Distribution Company's off-peak hours.

**Off Peak KVAR Demand:** The highest VAR demand measured during the Distribution Company's off-peak hours

**Off Peak Kilowatt Hour Usage:** The total kilowatt hour use during the Distribution Company's off-peak hours.

**Payment/Correction Amount:** The amount that was posted to the Customer's account for the Competitive Supplier portion of the bill.

**Payment/Correction Posting Date:** The date the payment amount was posted to the Customer's account for the Competitive Supplier portion of the bill.

**Payment/Correction Type:** This field will contain a code that identifies the record's function.

001 = Payment received from the Customer  
002 = Transfer  
003 = Bad Check  
004 = Arrears Interest  
005 = Sales Tax  
006 = Adjustment  
007 = Supplier Write-Off

**Peak or Highest kW Demand:** For non-time-of-use meters, this will contain the actual highest demand measured in kilowatts. For time-of-use meters, it is the highest demand measured in kilowatts during the Distribution Company's on-peak hours.

**Peak KVAR Demand:** The actual peak demand measured in kilovars during the Distribution Company's on-peak hours.

**Peak or Total Kilowatt Hour Usage:** For non-time-of-use meters, this is the total kilowatt hour usage for the billing period. For time-of-use, it contains the total kilowatt hour use during the Distribution Company's on-peak hours

**Previous Read Date:** The date the meter was last read. The format of the date is CCYYMMDD.

**Primary Metering Indicator:** The indicator telling the Supplier that the Distribution Company has metered Customer's service at primary voltage.

N = No Primary Metering  
Y = Primary Metering  
SPACE = No Primary Metering

**Reading Cycle:** The scheduled meter reading cycle for that customer account. The distribution company typically reads meters 20 times each month, referred to as cycles. A numeric value will indicate cycle, while an N/A will be provided if no valid read cycle is available.

**Record Count:** This is the number of detail records contained in this transmission.

**Request for Usage Information:** The yes/no indicator on an enrollment where a CES can request usage data via an 867 transaction. Default value will be no.

**Sales Tax Indicator:** Field to indicate whether sales tax is being applied to the service or not. Possible values are:

Y = Sales Tax Applicable - Maine State

N = No Sales Tax Applicable or Exempt

M = Manufacturer Tax Rate

U = Unavailable, tax rate not determined

**Separate (Dual) Billing Option:** A billing option available to Customers whereby the distribution and generation charges are billed separately.

**Service Identifier:** Some systems offer multiple types of services to a particular account. A Competitive Supplier may wish to offer different prices for the different service types. This field will be used in conjunction with the Type of Service Indicator to identify the specific service referenced by the transaction (it typically contains a meter number or an unmetered plan description) depending on the type of service. On a new account, can indicate the account is inactive.

**Shoulder kW Demand:** The shoulder demand measured in kilowatts.

**Shoulder KVAR Demand:** The total shoulder demand measured in kilovars.

**Shoulder Kilowatt Hour Usage:** The total shoulder kilowatt hour usage.

**Special Identifier:** A four character field that will be used to identify special conditions. The field can be used for identifying the over 100 kW criteria for consumer protection - Blank = No; Y = Yes

**Supplier Account Number:** The identifier assigned by the Competitive Supplier to identify their account. Competitive Suppliers should use this field to *uniquely* identify their Customers.

**Supplier Arrears:** The amount of outstanding debt due the Competitive Supplier for this account.

**Supplier Hourly Loads (Total):** The total Supplier hourly loads for which a Competitive Supplier has supply responsibility as reported to ISO New England by the Distribution Company. This field will contain kWh use in each of the 24 daily hours. The aggregate hourly loads will be reported separately for Supplier-enrolled Customers as well as for Customers who have not chosen a Competitive Supplier and are paying for their electricity supply via the Standard Offer or Default Service, and for which that Competitive Supplier has been contracted by the Distribution Company to meet those supply requirements.

**Supplier Identifier:** This is the Supplier's Dun & Bradstreet number.

**Supplier Pricing structure maintained by the Distribution Company:** The price point that the Customer will be charged for electric service within a particular rate class. Each Competitive Supplier rate class can support many price points

**Supplier Qualifier:** A field added to the supplier identifier to further define the supplier Dunn and Bradstreet number.

**Supplier Rate Code:** The rate code assigned by the Competitive Supplier to identify the category of service supplied to the Customer. Must be consistent with a Distribution Company's existing tariff.

**T&D Rate Class:** The profiling/settlement class of an aggregated number of customers, used in the Standard Offer summarized transaction.

**Total ACH Transfer:** If the total Supplier credits is greater than the total Supplier debits, this field will contain the total of the Supplier dollars that are being transmitted via ACH. Otherwise, this field will contain zeros.

**Total Amount Due:** If the total Supplier debits is greater than the total Supplier credits, this field will contain the total amount that is owed to the Distribution Company within the trailer record. Otherwise, this field will contain zeros.

**Total Amount Due Supplier:** This is a summation of all current charges, arrears interest and arrears for this account within the Usage/Billing Record.

**Total Supplier Credits:** This field will contain the total of all the cash payments, and cash Supplier credit transactions.

**Total Supplier Debits:** This field will contain the total of all the cash Supplier debit transactions.

**Trailer Record Indicator:** One character to indicate that this is a trailer record.

**Type of Reading:** One character to indicate the type of reading on the account, codes include:

A = Actual  
E = Estimated  
P = Prorated

**Type of Register:** A register records a type of consumption being measured by a meter. A meter can have multiple registers. Register codes include:

1 = Total  
2 = on peak  
3 = off peak  
4 = shoulder  
5 = Kvar

**Type of Service Indicator:** Used to identify the type of service. This is important to include when identifying multiple services on different rates on one account. Possible options are:

C = Combined Service (multiple meters)  
D = Metered Service Demand & kWh  
E = Metered Service kWh  
H = Controlled Hot Water  
L = Lighting Service  
N = Non-Metered Service  
T = Metered Service TOU  
O = Metered Service TOU - On Peak  
F = Metered Service TOU - Off Peak  
A = Apply to All Services  
I = Inactive Account



**Unique Tracking Number:** A number assigned by the sender of a transaction, included in the header, used as a reference for identifying each individual transaction. Needs to be truly unique and repeated in other transactions.

Completion Status / Reject Reason Codes	Value	Definition
1st character of Code	1	Administrative Format
	2	Usage & Billing Format
	3	Payments & Adjustments Format
	4	Load Settlement Format
	5	Header Format
	6	Trailer Format
2nd & 3rd character of Code	00	Successful Transaction
	01	Invalid Detail Record Indicator
	02	Invalid Supplier Account Number
	03	Invalid Distribution Company Account Number
	04	Invalid Distribution Company Customer Name
	05	Invalid Code Identifying Function of Record
	06	Invalid Effective Date of Service & Load Request
	07	Invalid Billing Option
	08	Invalid Disco Rate Code
	09	Invalid Supplier Rate Code
	10	Invalid Supplier Pricing Structure
	11	Invalid Type of Service Indicator
	12	Invalid Service Identifier
	13	Invalid Billing Cycle
	14	Invalid Sales Tax Indicator
	15	Invalid Off Cycle Reading Indicator
	16	Invalid Off Cycle Reading Date
	17	Invalid New Distribution Company Account Number
	18	Invalid New Service Identifier
	19	Invalid Activity Code
	20	Invalid Current Read Date
	21	Invalid Previous Read Date
	22	Invalid Primary Metering Indicator
	23	Invalid Peak or Total kWh Usage
	24	Invalid Peak or Total KW Demand
	25	Invalid Peak KVAR
	26	Invalid Off Peak kWh
	27	Invalid Off Peak Demand
	28	Invalid Off Peak KVAR
	29	Invalid Shoulder kWh Usage
	30	Invalid Shoulder Demand
	31	Invalid Shoulder KVAR
	32	Invalid Demand Used by DISCO for Billing
	33	Invalid Number of Non-Metered Units
	34	Invalid Billing Date

<b>Completion Status / Reject Reason Codes</b>	<b>Value</b>	<b>Definition</b>
	<b>35</b>	Invalid Current Amount
	<b>36</b>	Invalid Current Peak Amount
	<b>37</b>	Invalid Current Off Peak Amount
	<b>38</b>	Invalid Current Shoulder Amount
	<b>39</b>	Invalid Current Demand Charges
	<b>40</b>	Invalid Current Customer Charge
	<b>41</b>	Invalid Current Sales Tax Amount
	<b>42</b>	Invalid Arrears Interest
	<b>43</b>	Invalid Supplier Arrears
	<b>44</b>	Invalid Total Amount Due Supplier
	<b>45</b>	Invalid Payment/Adjustment Posting Date
	<b>46</b>	Invalid Payment/Adjustment Amount
	<b>47</b>	Invalid Load Date
	<b>48</b>	Invalid Supplier Hourly Loads (Total)
	<b>49</b>	Invalid Supplier Hourly Loads (Estimated)
	<b>50</b>	Invalid Supplier Hourly Loads (Telemetered)
	<b>51</b>	Invalid Supplier Hourly Loads (Standard Offer)
	<b>52</b>	Invalid Supplier Hourly Loads (Default Service)
	<b>53</b>	Invalid Supplier ID
	<b>54</b>	Invalid Distribution Company ID
	<b>55</b>	Invalid Transmission Date
	<b>56</b>	Invalid Bill Cycle Date
	<b>57</b>	Invalid ACH Transfer Date
	<b>58</b>	Invalid Record Count
	<b>59</b>	Invalid Net Dollars
	<b>60</b>	Invalid Total Supplier Credits
	<b>61</b>	Invalid Total Supplier Debits
	<b>62</b>	Invalid Total ACH Transfer
	<b>63</b>	Invalid Total Amount Due
	<b>64</b>	Customer Already Enrolled
	<b>65</b>	Supplier on probation
	<b>66</b>	Related Transaction failed
	<b>67</b>	Customer Already Enrolled for This Supplier
	<b>68</b>	Invalid Completion Code
	<b>69</b>	Invalid New Distribution Company Customer Name
	<b>70</b>	Invalid Special Identifier
	<b>71</b>	Invalid Bill To Address 1
	<b>72</b>	Invalid Bill To Address 2
	<b>73</b>	Invalid Bill To City
	<b>74</b>	Invalid Bill To State
	<b>75</b>	Invalid Bill To Postal Code
	<b>76</b>	Invalid Bill To Country
	<b>77</b>	Invalid Customer Status
	<b>78</b>	Change Supplier ID/ISO Settlement Number
	<b>79</b>	Invalid Rate for Meter Installed
	<b>80</b>	Invalid KVARH
	<b>81</b>	Invalid Supplier Rate for Services on Account
	<b>82</b>	Cancel Move Transaction

## Maine EBT Standards Document

Completion Status / Reject Reason Codes	Value	Definition
	83	Inactive Meter
	84	New Account

## **Appendix D: Maine Training Outline and Requirements**

### **Session One: Maine's Restructuring Overview**

#### **Proposed Agenda**

**Purpose:** To provide a solid information base to potential Competitive Energy Providers who are evaluating Maine's business environment for selling retail electricity.

**Audience:** Competitive Electricity Providers - Marketers, Aggregators, Brokers, Generators  
Individuals designated as the primary business contact for the CES  
Individuals responsible for their company's corporate strategy  
Individuals responsible for their company's operational structure and processes

#### **Introduction** **15 min**

Introductions: Presenters & Participants  
Goals of Maine's Rules & Operations  
Distinguishing Highlights of Maine's Rules

#### **Regulatory Topics** **90 min**

Maine's Market  
Standard Offer  
Licensing Requirements  
T & D Contracting Procedures

#### **Supply Topics** **60 min**

Portfolio Requirements  
Load Profiling & Settlement  
ISO-NE, NEPOOL, FERC, Northern Maine ISA

#### **1 Hour Lunch Break**

#### **Business Processes** **150 min**

Customer Data  
Enrollment  
Billing & Metering  
EBT Overview

#### **Resources & Wrap-up** **15 min**

Websites

Contact People & Other Resources

Session Feedback

## **Session Two: Technical EBT/EDI Training**

### **Proposed Agenda**

**Purpose:** To provide a solid base of technical information on Maine's standards for electronic billing transactions to potential Competitive Energy Suppliers.

**Audience:** Competitive Electricity Providers - Marketers, Aggregators, Brokers, Generators  
Individuals designated as the primary technical contact for the CES

#### **Introduction** **30 min**

Introductions: Presenters & Participants  
Brief Overview of Maine's Restructured Environment  
Resources

#### **Overview of Business Relationships** **30 min**

Customer Responsibilities  
T&D Responsibilities  
CES Responsibilities  
Standard Offer

#### **EDI - Electronic Data Interchange** **120 min**

Utility Industry Group (UIG)  
Value Added Networks (VAN)  
Internet/Alternative Solutions

### **1 Hour Lunch Break**

#### **EBT - Electronic Business Transactions** **180 min**

Maine's EBT Standards Document  
Introduce EBT Transaction Sets  
EBT Process Flow Charts & Models  
EDI Data Formats  
EDI Testing Procedures  
Testing Review

#### **Wrap-up** **15 min**

Contact People & Other Resources  
Session Feedback

## **Maine Supplier Guide**

### **Proposed Contents**

- ◆ Expanded Agenda
- ◆ EBT Standards Document
- ◆ MPUC Rules
- ◆ Utility Standard Contract Forms
- ◆ Guides/Educational Materials from T&D's
- ◆ Demographics/Market Information
- ◆ Contact People / Presenters Business Cards
- ◆ Feedback Form

## Appendix E: Maine EBT Test Plan Requirements

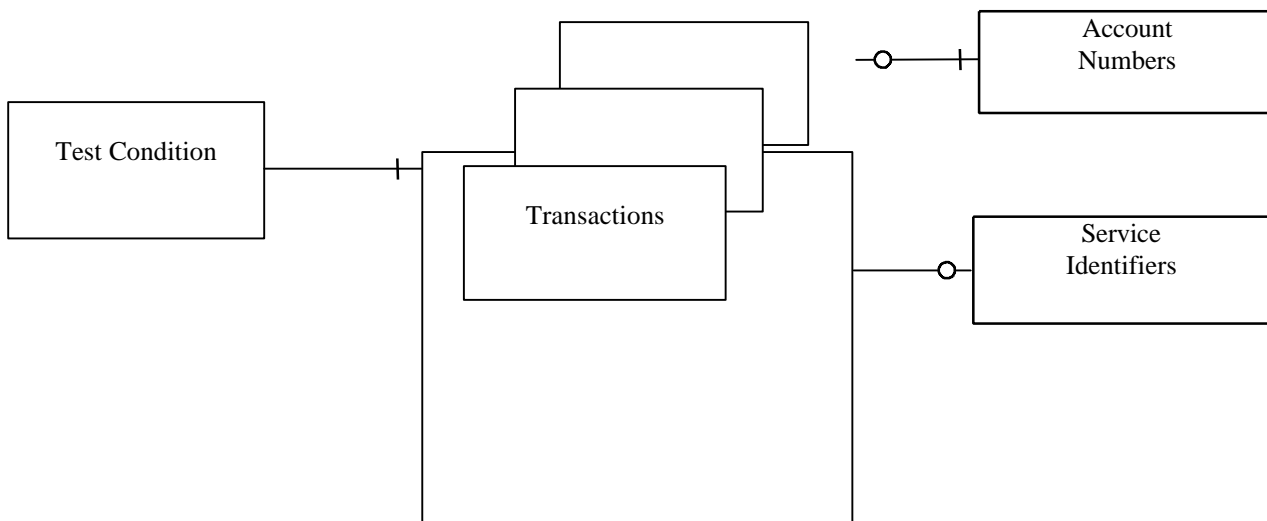
**Introduction:** The purpose of the EBT Test Plan is to provide a standardized set of test conditions that Competitive Suppliers and Distribution Companies will use to verify their customer transactions and EDI interface. Each Supplier and Distribution Company must successfully execute the test plan before the Supplier will be allowed to enroll customers with the Distribution Company.

The test plan is not intended to exercise every conceivable transaction condition, but it will cover the most common scenarios and enough error conditions to demonstrate basic error handling. The test plan cannot anticipate limitations that exist within trading partners' systems, so trading partners may agree to perform additional testing or to add/modify transactions in order to cover special conditions. The test plan is not a substitute for internal testing of trading partners' systems. Each trading partner should conduct thorough testing of their internal systems to ensure that all transaction processing is accurate.

**Test Constraints:** There are certain transactions that cannot be fully tested in the context of this plan because they require special handling and/or the involvement of a third party. These transactions can be generated by the test, but they can only be verified by manual inspection and should not be transmitted. Specifically, these transactions are:

1. Settlement (there is no standard transmission mechanism at this time)
2. EDI 820 (transfer of funds)
3. Successful Enrollment (notification of switch sent to current supplier)

### Test Plan Structure:





**Test Condition Descriptions:** This worksheet describes each test condition and assigns it a reference number. The reference number is in the format X-999 where 'X' indicates the transaction category and '999' is a unique reference number within the transaction category.

In addition, each test condition is classified as (M) mandatory or (S) T&D specific. The transactions applicable to Mandatory conditions must be included in the test as presented in the attached Test Plan Worksheets (substituting account numbers and service identifiers as required). The transactions applicable to T&D specific conditions must be tailored to meet the T&D's criteria as documented.

Transaction Categories are:

- A (Account Administration - 814s)
- B (Usage and Billing - 810s)
- C (Payments and Adjustments - 820s)
- D (Settlement - Format IV)

The test simulates processing dates of 07/02/98 - 08/25/98. Test enrollment transactions are intended to take effect after the simulated July 1998 scheduled reading (the workbook includes a cycle calendar). The dates used for the test have no relationship to the actual date of customer choice, and the cycle schedule does not necessarily correspond with any T&D cycle numbers or schedules.

**Presentation of Test Transactions:** The test transactions are documented in an Excel workbook. There are two presentation layouts: one with descriptive information and one that represents the actual transaction file contents (these are in "EBT format", not "EDI format").

**Descriptive Layout:** Transactions are grouped by Transaction Category and the Transaction Type indicates the specific action to be taken for those Transaction Categories that have multiple transactions. Each transaction has a reference to one Test Condition and a Sequence Number (in case there are multiple transactions required to set up or fulfill a Test Condition).

The Sequence Number must be used in context with the Transaction Type and File ID to determine both the order of transactions in a file, the direction of the transaction (ES > DS, DS > ES), and the timing of transactions (day one, day two).

Shaded fields within a transaction indicate that these elements are not filled in for this transaction.

File Layout

There are six of these worksheets (one for each test file - see next section).

Transactions are grouped and ordered according to test condition requirements. Headers and trailers are included. There is no descriptive information, just the transaction data.

**Test File Processing:** A total of six transaction sets (files) are needed to complete the test:

File ID	Simulated Date	Description
1A	7/2/98	1 <sup>st</sup> file from supplier to T&D. Contains Enrollments.
1B	7/6/98	T&D's response to file 1A.
2A	7/6/98	2 <sup>nd</sup> file from supplier to T&D. Contains Changes, Drops and more Enrollments.
2B	7/7/98	T&D's response to file 2A plus Changes, Moves and Drops.
3B	8/10/98	From T&D to supplier. Usage and Billing records for August cycle 6.
4B	8/25/98	From T&D to supplier. Payments and Adjustments.

The supplier may transmit files 1A and 2A without waiting to receive the first file from the T&D. The T&D will process File 1A and 2A as if they were actually transmitted on two separate days. A complete test cycle can typically be completed within one week, assuming no problems.

**Account Number Tables:** Each transaction contains the Distribution Company Account Number and the Supplier Account Number. Since the actual account numbers are not known at this time, the test transaction account numbers have been arbitrarily assigned. A translation table for each company will have to be developed to replace the test script account numbers with "real" account numbers. The Account Number Tables have been provided as a template for this. Note that a given account may be used in more than one test condition. The T&D account numbers to be used in the actual test will be supplied by each T&D.

**Service Identifier Table:** Where the Service Identifier (i.e., meter number or rate) is used, a translation table for each company will have to be developed to replace the test script Service Identifier with "real" ids (meter number, rate code, etc.). The Service Identifier Table is provided as a template for this.

**Optional Fields and Conditions:** The distribution companies have documented their unique requirements as optional fields. The EBT Report documents specific data field options for each T&D, and Attachment 3 of this document defines the T&D-specific test conditions.

**File Headers and Trailers:** Specific test conditions covering File Headers and Trailers are not necessary. These EBT record types do not directly translate to EDI format. Refer to EDI Implementation Guidelines for specific information about mapping Header and Trailer data to EDI segments.

**Test Systems:** Each distribution company and supplier must develop a test environment to comply with this test plan. These test systems will likely evolve as time goes on (more automation, enhanced features, etc). Data used for testing (customer names, rates, etc.) should

match that presented in the enclosed worksheets, or necessarily be coordinated between trading partners. The initial versions of the test systems must meet these minimum requirements (follow the sequence numbers):

Supplier Test System	T&D Test System
1. Generate test transactions (File 1A and 2A) from pre-established test database	4. Receive suppliers' test files
2. Translate test transactions into EDI format (814)	5. Convert from EDI to internal format
3. Transmit files to T&Ds	6. Validate transactions against a pre-established test customer database; generate appropriate internal results
10. Receive T&D test files 1B and 2B	7. Generate test transactions (File 1B and 2B)
11. Convert from EDI to internal format	8. Translate test transactions into EDI format (814, 810, 820)
12. Process transactions and/or resolve errors for appropriate internal results	9. Transmit files to supplier
14. Receive T&D test files 3B and 4B	13. Transmit files 3B and 4B to supplier
15. Convert from EDI to internal format	
16. Process transactions and/or resolve errors for appropriate internal results	

**EBT Testing Procedure:** This procedure provides CESs and T&Ds with a guide to initiating and successfully completing the EBT Test Plan. This procedure is to be followed for each T&D with which the CES wants to test and/or enroll customers.

Successful completion of the Test Plan is required before the T&D will accept enrollment transactions from the Supplier.

#### Step by Step

1. The Supplier representative (either the Business Contact or Technical Contact) must contact the person identified as the Business Contact for the T&D with which testing is to be conducted. This contact must be made at least two weeks before test files are transmitted to the T&D. The two week lead time is so the Supplier has time to work with the T&D Business Contact to establish the following:
  - 1) A mutual understanding of the Test Plan conditions and requirements (refer to EBT Test Plan)
  - 2) Test rates and pricing structures in the T&D test system
  - 3) Test mailboxes and passwords or alternate method of file exchange
  - 4) Specific test data (customer account numbers, utility-specific conditions and options, dates, etc.)

- 5) Schedule for transmitting test data and conducting the test(s) – see Attachment 1
2. Supplier transmits test files in EDI format (see EBT EDI Implementation Guide) according to the schedule. Supplier notifies the T&D Business Contact when files have been transmitted. The T&D Business Contact or Technical Contact will provide prompt notification of any problems encountered with the input files.
3. The T&D will process Supplier input files and send result files according to the schedule. Supplier should process each file through its test record keeping system according to the test schedule. Promptly notify the T&D Business Contact of any problems.
4. The Business Contact and Technical Contact for each party will review the results of their individual test system processing cycles. This review will ensure 1) that test results are consistent with internal requirements, 2) that the intent of the EBT Test Plan is fulfilled, and 3) that any deviations from the expected results are legitimate and do not jeopardize the quality of the test.
5. The test is considered to be completed successfully when the Business and Technical Contacts for both the Supplier and T&D sign off on the test results. The test can be rescheduled and rerun as many times as necessary to provide the reviewers with the confidence to sign off. The Business Contact for each party should keep a record of the test acceptance (paper/fax or electronic) – see Attachment 2.

## **EBT Test Procedure Attachment 1: Sample Testing Schedule**

The following schedule assumes that all preliminary tasks identified in Step 1 of the EBT Testing Procedure have been completed. The duration of the test can be adjusted to suit the needs of trading partners, but the test should be contiguous (start to finish) with successful completion of all intermediate steps. Unsuccessful completion of an intermediate step should generally result in the entire test being rescheduled and rerun.

- Day 1:           Supplier transmits Files 1A and 2A to T&D.  
                  T&D receives Files 1A and 2A.
- Day 2:           T&D processes File 1A.  
                  T&D reviews results of File 1A processing.  
                  T&D sends File 1B.  
                  Supplier receives File 1B.  
                  T&D processes File 2A.
- Day 3:           Supplier processes File 1B.  
                  Supplier reviews results of File 1B processing.  
                  T&D reviews results of File 2A processing.  
                  T&D sends File 2B.  
                  Supplier receives File 2B.
- Day 4:           Supplier processes File 2B.  
                  Supplier reviews results of File 2B processing.  
                  T&D sends Files 3B and 4B.  
                  Supplier receives Files 3B and 4B.
- Day 5:           Supplier processes File 3B.  
                  Supplier reviews results of File 3B processing.  
                  Supplier processes File 4B.  
                  Supplier reviews results of File 4B processing
- Day 6:           Sign-off

## EBT Test Procedure Attachment 2: Test Acceptance Form

The undersigned agree that [supplier company] and [T&D] have successfully completed electronic interchange testing on [date].

Subject to finalization of service agreements between [supplier] and [T&D] and fulfillment of all other registration requirements as directed by the Massachusetts Department of Telecommunications and Energy [supplier] may submit customer enrollment transactions electronically to [T&D] beginning on [date].

Supplier Company: \_\_\_\_\_

Supplier Business Contact Signature: \_\_\_\_\_

Date of Test Acceptance: \_\_\_\_\_

Supplier Technical Contact Signature: \_\_\_\_\_

Date of Test Acceptance: \_\_\_\_\_

Distribution Company: \_\_\_\_\_

Distribution Company Business Contact Signature: \_\_\_\_\_

Date of Test Acceptance: \_\_\_\_\_

Distribution Company Technical Contact Signature: \_\_\_\_\_

Date of Test Acceptance: \_\_\_\_\_

### EBT Test Procedure Attachment 3: T&D-specific Test Conditions

Each distribution company has documented their unique testing conditions in this section.

#### Test Plan Worksheets (Excel)

A	Test Conditions: File Layout
B	Customer Information
C	Generic Bill Cycle Calendar
D	Test Supplier Rate Tables
E	Transaction Detail: Descriptive Layout
E1	Format I Transaction Detail
E2	Format II Transaction Detail
E3	Format III Transaction Detail
E4	Format IV Transaction (No Test Data: Layout Only)
F	Transaction Detail: File Layout
F1	File 1A (From Supplier)
F2	File 2A (From T&D)
F3	File 1B (From Supplier)
F4	File 2B (From T&D)
F5	File 3B (From T&D)
F6	File 4B (From T&D)
G	T&D Account Number Table
H	Supplier Account Number Table
I	Service Identifier Table

## Appendix F: Maine EBT Open Issues

Issues	Resolution	Status O=Open, C=Complete
1. Adjustments - how far back and what amount, any limit? Consider MPUC requirements and chapter 810 rules.	T&D portion is addressed in Chapter 810. Will be added to docket 482 language, need to reference ISO settlement limits.	O) Chapter 322
2. Prior CES receivables - Keep on T&D system 60 or 90 days?	Should be part of chapter 322, agree that 2 billing periods or 60 days. Will need to show charge off line on T&D consolidated billing.	C) Chapter 322 p.6
3. CES Cash Disbursements - timing?	Should be part of chapter 322, working group agrees that 5 business days after payment is applied.	C) Chapter 322 p.10
4. Mid-Cycle Changes - with reads or is prorating allowed?	Standard offer allows both, for non demand accounts on CES pro-ration should be allowed, demand accounts require a read.	O) Comment in chapter 322, plus EBT position paper
5. Off-cycle Enrollments & Drops	Sub-team to address - T&D, CES and consumer protection view points	C) Position Paper
6. Estimated meter reads - are they treated any differently?	Estimated reads are “flagged” and are a routine part of T&D business, Will need to include in bi-lateral agreements with CES’s.	O) Chapter 322, need to comment
7. Release of Customer Info - Who gets and maintains written authorization?	MPUC will need to address this with legislature, CES’s should maintain customer authorization.	O) MPUC did introduce to legislature
8. Right of Rescission - What number of days?	Per chapter 305, 5 days rescission plus 3 mail days equals 8 business days.	C) Chapter 305
9. Van Charges and transaction costs - Who is responsible for them?	Addressed in chapter 322, currently discussing splitting costs.	O) Chapter 322 p14, 9B
10. EDI transmission media - a topic of discussion about Van vs internet solutions and associated costs/benefits.	See Section VIII of this document, Jim Hunt sent proposal to list serve.	O) White paper will address.
11. CES Training - cost recovery?	In later part of EBT document, plus chapter 322 should address attendance rules.	O) Chapter 322 p14,c2
12. CES Licensing - Done by state, utility or both? Does it include registration, training, ISO registration, signed contract and successful testing with T&D?	Licensing is not an EBT issue, however, supplier training and EBT transaction testing will be addressed. Note suppliers will contact customers early, but cannot enroll until licensed.	O) Pending in chapter 305, plus subteam to make recommendation
13. Cost of Historical Usage Data - Beyond certain number of months and	Chapter 322 to address, number of months and number of times provided. T&D to	O) Chapter 322 p.13, 9a



multiple times? Typically 12 months in 867 EDI transaction.	file T&C to cover costs, agree 12 months as standard.	
14. Premium Services - part of bi-lateral agreements?	Will have Std contracts with T&C's for required services- premium services will be T&C's, modifications to std contracts will be negotiated individually between CES and T&D.	O) Not EBT, part of Standard Offer proceeding.
15. Aggregation requests - T&Ds are starting to see a volume of these requests for data, what to provide, to whom at what cost?	T&D's will submit T&C's, CMP has submitted with info and costs.	O) Per T&D
16. CES Rates - For T&D complete billing, how long to test/implement new rates?	Chapter 322 will specify standard rate structures and prioritization scheme order of new rates/structures by T&D.	O) In chapter 322, group discussed 30 days.
17. Tax collection & payment: 1) Agency liability for payment to the state, and 2) tax certification forwarded by supplier or default to T&D records?	Per P. Beaulieu Dir. Tax Division ME, each CES responsible for records and filing.	O) Handle in contracts with CES
18. Notice customer must give before read date to drop to std offer - two days versus five days?	There is a 2 day turn around on everything else - issue of consistency	C) agreed on 2 days.
19. Get interpretation on 305 to combine data on the bill (avoid duplicating information	MPUC feels 2 separate products and standalone billings.	O) Chapter 305
20. Multiple rate changes and proration of rates per customer - Allow how many per month?	One per month on the read date	O) Chapter 322 p.7
21. Code for check-digit type field to catch account transpositions	Utilities to propose field and contents to address both purposes.	C) Optional field on EBT transactions
22. Create the timeline for enrollment period before 3/2000	Get info from std offer sub-team on what their position has been. Timing/content of consumer education is an issue also.	O) Post discussions to list serve
23. Are Standard Offer providers covered in Chapter 305 for having EDI as part of the licensing requirements?	Yes, will provide summary level transactions.	C) Included in EBT document.
24. How to flag customers under 100 kW (consumer protection) and over 50 kW (std offer penalty for in/out)?	Should T&D flag as part of enrollment?	O) Chapter 305 will address
25. Settlement identities as multiple entities.	Use load asset numbers?	C) EDI subteam addressed
26. Billing errors and omissions	If wrong rates are billed, who responsible for corrections	O) Add to chapter 322 new section p5, 2c.
27. Can T&D's provide more than 12	EDI subteam determined it cannot be done	C) Handle manually.

months of data via an 867 transaction?	via EDI.	
28. For training information, web sites need to be kept up to date and consistent (links) between parties.	May need formal update procedures for training information.	O) Training Subteam